



# Boren Scholarship Handbook

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2017

An initiative of the National Security Education Program (NSEP), administered by the  
Institute of International Education

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## WELCOME

Dear Boren Scholars,

Congratulations again on being awarded the prestigious David L. Boren Scholarship. You join the thousands of Boren Scholars who, for nearly 20 years, have been studying critical languages in countries important to U.S. national security. We now have Boren alumni working throughout the U.S. federal government, helping to protect our nation's security in a variety of vital ways.

The National Security Education Program (NSEP) was established by the National Security Education Act of 1991 to provide undergraduate scholarships, graduate fellowships, and institutional grants to increase the study of critical languages and enhance U.S. students' international understanding. Since then, almost 5,000 Boren Scholars and Fellows have studied abroad in world regions critical to U.S. interests, including Africa, Asia, Central and Eastern Europe, Eurasia, Latin America, Middle East, and South Asia. These Boren Scholarships granted students the opportunity to acquire linguistic skills and experience a new culture, country, and academic system. The skills and experiences that Boren Scholars acquire while overseas help prepare them to communicate effectively across borders, understand different perspectives and cultures, as well as analyze the ever-changing and ever-exciting world of international relations.

While the Boren Scholarship staff is available to advise you on a variety of topics particular to students studying abroad, your study abroad office and program should be your first stop for resources specific to your host country. This handbook is designed, not to replace your own study abroad program's guidelines and travel tips, but to better guide you through the policies and rules inherent to the Boren Scholarship. As recipients of federal government funding, you are subject to a few rules (and even laws) that you may not fully understand at the moment. This is our attempt to explain them in a more understandable way and to give other advice that past Scholars have discovered to be useful.

Studying abroad can be a frustrating, complicated, and isolating time. But, it can also be the absolute best time of your life! The Boren Scholarship staff is excited to work with you to help make the process as smooth as possible.

Sincerely,

Boren Scholarship Staff  
Institute of International Education

## **I. Policies, Rules, and Regulations**

### **A. Safety, Medical Issues, and Emergency Protocol**

#### **General Safety Information**

While there is no single resource that can fully prepare you for life in a foreign country, there are a number of resources available to advise you on how to stay safe while overseas. The United States Department of State maintains a website at <http://travel.state.gov/content/travel/english.html> that contains a number of useful pages including consular information sheets and current information on such items as travel warnings, U.S. Customs and many other topics. You should also visit <http://travel.state.gov/content/passports/english/go/checklist.html> for the State Department's tips on staying safe while abroad.

#### **Political Demonstrations**

What may seem like a peaceful gathering can quickly become violent and being a foreigner can, at times, exacerbate problems. American students, though thankfully no Boren Scholars, have been arrested and seriously injured in such demonstrations. You should avoid demonstrations in all instances and avoid taking photos of politically sensitive events, locations, and landmarks.

#### **Harassment**

Harassment can be defined as behavior that is persistent and is intended to disturb and upset. There are different types of harassment, including psychological, racial, religious, and sexual. A target can be verbally, physically, and psychologically harassed and stalked; tormented, intimidated, degraded, and discriminated against.

Sexual harassment can be defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. Although sexual harassment does not often put the victim in the way of physical assault, it can be used by potential perpetrators to test the boundaries of potential victims. Therefore, it can be helpful to be aware of the prevalence of sexual harassment.

Due to language barriers, new surroundings and lack of familiar culture signals and cues, it can be especially challenging to reduce harassment. It is important to find an ally in faculty members, supervisors, and/or neighbors. Exercise caution when meeting new people and make sure to arrange the meeting in a public place or with others. Remember to communicate clearly and be assertive. You should not sacrifice personal safety or security for saving face- be sure to

set your limits for what is acceptable behavior and try to be consistent. Take cues from locals, including co-workers and peers, and talk to other students, friends, and colleagues that you trust.

All types of harassment are best handled by staff in the field that is familiar with the cultural nuances exhibited in a particular country or region. Therefore, if you are the victim of harassment, please see the program staff in your host country.

### **Reporting Crime**

If you or someone you know becomes the victim of a crime abroad, you should contact the local police, the nearest U.S. Embassy or Consulate, your overseas program staff, and your home institution study abroad office. When someone is the victim of a crime overseas, he or she may suffer from physical, emotional or financial injuries. It can be more difficult because the victim may be in unfamiliar surroundings, and may not know the local language or customs. Overseas program, embassy, and consular staff know local government agencies and resources in the country where they work. Contact information for U.S. Embassies and Consulates overseas can be found at <http://www.usembassy.gov/>.

Please see <http://travel.state.gov/content/passports/english/emergencies/victims.html> for more information from the State Department.

### **Medical Issues While Overseas**

Should you become ill while abroad you may contact the nearest U.S. embassy or consulate for a list of local doctors, dentists, medical specialists, and other sources of medical information. Identify the location of medical facilities upon arrival in your host country. Go to those places to familiarize yourself with their location, entrances, etc.

Take three to six months of your medical prescriptions with you. Take your medication with you in your carry-on bag, rather than in your checked luggage. You should also bring spare glasses and contact lenses and necessary solutions. If you will be away from urban areas, you should be sure to bring remedies to treat your most common ailments.

Travelers Health and Immunizations Information: The following websites provide useful information about health and immunizations.

Center for Disease Control

<http://wwwnc.cdc.gov/travel/destinations/list>

Department of State

<http://travel.state.gov/content/passports/english/go/health.html>

## **Counseling**

Living overseas can be exciting and challenging. It is common for students studying abroad to experience culture shock, stress, home sickness, as well as other emotions while abroad. If for any reason you find yourself in need of counseling we advise you to reach out to your overseas program to see if they have any resources available, as they are likely familiar with your specific regional and cultural experience. You should also consider contacting your home institution study abroad and/or student counseling office, as well as your overseas health insurance provider for counseling options.

## **Emergency Protocol**

We do not wish to raise alarms or be overly dramatic, but it is an unfortunate reality that emergencies happen. Sometimes it is a personal emergency; sometimes it is a regional or national emergency that affects many people. Sometimes the situation is relatively nearby and you are not affected; sometimes the situation is nearby and you are affected. While staying safe should always be your first priority, IIE requires that you keep us updated on your status.

In all emergency situations where your academic schedule will be affected or travel will be involved, you need to let us know immediately by sending an email to [boren@iie.org](mailto:boren@iie.org). We understand that there are certain emergencies, such as a death or severe illness in the family, or safety issues in your host country, where you may need to begin planning before you receive a response from us. In those cases, email as quickly as possible informing us of the situation.

In some cases IIE will email you regarding a situation in your host country. This could include an event in your host city or a situation many miles away from you. Even if the situation does not affect you directly, we expect a response from you within 24 hours. If you do not respond, our staff will call you at your local number. If we are unable to reach you, we will contact your emergency contact in the United States. We want to know that you are safe. After notifying your closest relatives and your home institution, please contact us next with the assurance of your safety.

You do not need to wait to hear from us to report an emergency. A member of the IIE staff will check emails throughout weekends and holidays. So, should any emergency situation occur, personal or in your host country, please be sure to email us as soon as possible to let us know your status, and include "Emergency" as part of your subject line.

In some extreme circumstances the U.S. embassy in your host country may provide instructions to U.S. citizens residing there before IIE is able to reach you. In those circumstances, you should follow the instructions of the U.S. embassy.

There are rare occasions when IIE and NSEP will require that Boren Scholars leave a host country, due to safety or security issues. In these cases, you are required to follow the directions provided by IIE.

## **B. Travel Policy**

### **Embassy Registration**

**Official Policy:** The Boren Scholar is required to register with the U.S. embassy or consulate in his or her country of study. The Boren Scholar should register online at:

<https://step.state.gov/step/> .

**What this means and why:** In an emergency situation, we want the U.S. government to know that you are living overseas so that they can contact you if needed.

### **Traveling Outside of Your Host Country**

**Official Policy:** The Boren Scholar may not travel outside his or her country of study without express, prior written permission from IIE. All travel must first be approved by the overseas study abroad program director. Any Boren Scholar wishing to travel outside his or her country of study must notify IIE in writing as soon as possible and in no case less than a week prior to the planned travel. The Boren Scholar is required to register with the U.S. embassy or consulate of the country he or she is visiting. Except in rare and compelling circumstances, IIE will not approve travel that 1) interrupts the academic schedule and/or 2) is longer than two weeks in duration. Because duration in the host country is a factor in determining award amounts, travel outside the host country could potentially reduce the Boren Scholar's award amount. Travel to countries under U.S. Department of State Travel Warnings will have additional restrictions, noted below. IIE may also restrict travel in non-Travel Warning countries.

**What this means and why:** If you would like to travel outside of your host country, even during a weekend or regularly scheduled fall, winter, or spring break, you must email [boren@iie.org](mailto:boren@iie.org) or travel approval. We highly recommend doing so before purchasing non-refundable transportation tickets, as not all travel can be approved.

When you send the email to IIE, include the following information:

1. Where you propose to travel, including the specific city or town and country;
2. The exact dates of your proposed travel for each location;
3. A link to or a handout of an official academic calendar (in English) that demonstrates that you will not miss any class for your proposed trip. Failing that, your overseas program director will need to send IIE an email that confirms that you will not be missing classes and that they approve your travel. Their approval must be sent to us at [boren@iie.org](mailto:boren@iie.org) directly, their approval cannot come through you.
4. The address and phone number of where you would be staying. Include your cell phone, if it will work in the other country.
5. If you would like to travel to a country under a U.S. Department of State Travel Warning, we will also need an email from your home institution verifying that its policies do not forbid travel to the country. In certain cases, even if your home institution approves the travel, IIE might not.

## **Travel Warnings and Security Issues**

### **Official Policy:**

- a) A Boren Scholar studying in a country with a current U.S. Department of State Travel Warning must sign a waiver acknowledging he/she is aware of the travel warning and the guidance that the Department of State provides with that warning.
- b) The home institution of any Boren Scholar studying in a country with a current Department of State Travel Warning must complete the Institutional Travel Warning Form, which will verify that the home institution's policies allow students to travel in that country.
- c) In cases in which political instability or other circumstances existing in the host country threaten the personal safety and security of the Scholar, the Scholar may, in consultation with IIE staff conclude the program of foreign study and/or move to another country. IIE reserves the right to require that a Scholar leave a country if safety issues require. IIE has no responsibility for repatriation or relocation under such circumstances. If political instability or lack of personal safety and security make it necessary to end a program early, approval for early departure will be granted without prejudice. IIE, however, reserves the right to reevaluate and to recalculate the scholarship award amount and may require the Scholar to return unused scholarship funds to IIE.
- d) A Boren Scholar who wishes to travel to countries with a Department of State Travel Warning, in accordance to paragraph 23 of the *IIE Terms and Conditions*, may do so



according to home and host institution policies. In certain cases, IIE may not allow any travel to a particular country.

**What this means and why:** NSEP and IIE would like to make sure that you are as safe as possible while you are studying abroad. As security situations differ around the world, so do State Department Travel Warnings and college and university policies regarding those warnings. Basically, the Boren policy is to support your college or university's policy. This essentially means that if your institution allows study in Travel Warning countries, we will allow it as well. If your institution does not allow it, neither will we. However, there are some instances when IIE in consultation with NSEP and/or the U.S. embassy will not allow travel regardless of your institution's policy. These travel restrictions may also apply to layovers in other countries.

## C. Policies on Internships, Work, and Journalism

### Full Time Study

**Official Policy:** Boren Scholarships are intended to fund full time academic study, and the Boren Scholar must remain enrolled in the approved program full time. Acceptance of remunerative employment while abroad violates the conditions of the scholarship.

**Prohibition of Government Employment:** The Boren Scholar may not be employed, including unpaid internships, by the U.S. federal government or any foreign government while receiving Boren Scholarship funding, and he or she must sign the Government Status Confirmation Form confirming this is the case.

### What this means and why:

1. You may not have a job while on the Boren Scholarship.
2. Academic (unpaid) internships are allowed, but only as an integrated part of your study abroad program.
3. You cannot work, intern, or volunteer for the U.S. government or a foreign government, while on the Boren Scholarship.
4. You cannot work as a journalist, even if it is freelance or unpaid. This is because the Boren Scholarship is specifically for academic pursuits – not journalism.

## **D. Arrangements for Foreign Study**

**Official Policy:** The Boren Scholar is responsible for making all arrangements related to and required for the overseas study, including obtaining necessary visas, research clearances, and other necessary permits from other governments. Failure to obtain the necessary documentation in a timely manner, including visas, may result in the forfeiture of the Boren Scholarship.

### **What this means and why:**

1. If you are conducting research overseas, it is your responsibility to obtain any home institution approval – commonly known as IRB (Institutional Review Board) approval. In addition, if your research requires in-country approval, you are also responsible for obtaining the approval.
2. IIE does not assist with visa arrangements. Frequently your study abroad program will make these arrangements, but if that is not the case, you are responsible for obtaining your visa.

## **E. U.S. and Foreign Laws**

**Official Policy:** Possible grounds for termination of a Boren Scholarship by IIE include violation of any law of the United States or the host country.

**What this means and why:** You must comply with the laws of the United States. In addition, when you are in a foreign country, you are subject to its laws. If you violate the laws of the United States or your host country, IIE may terminate your Boren Scholarship, which means that you would no longer be considered a Boren Scholar and that you would need to refund all scholarship funds that had been issued, plus interest.

While the threat of having your Boren Scholarship terminated is important, it is also important to understand the risks of violating a law in a foreign country. If you are unsure of how to act or respond in certain situations, don't risk your safety. Deal only with authorized outlets when you exchange money and buy or sell traveler's checks and airline tickets. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.

Some countries are particularly sensitive about photographs. Refrain from photographing police and military installations and personnel; industrial structures, including harbor, rail, and airport facilities; border areas and, in the exceptional event that these should occur during your travel, scenes of civil disorder, or other public disturbances. For more information on restrictions of this kind it is always prudent to check with the public affairs office, embassy staff, or a local police officer.

Strictly adhere to local laws. The penalties for breaking the law in a foreign country can be severe. Each year, 2,500 Americans are arrested overseas. According to the State Department, one third of these arrests are for drug-related offenses. Many Americans assume that they cannot get arrested for drug possession. In many countries, drug possession equals jail time. Remember that the U.S. government does not allocate funds for the legal fees of U.S. citizens in need of legal aid while traveling abroad. The diplomatic staff cannot serve as attorneys or give legal advice; however, they can provide lists of local attorneys. The consular attorneys' lists, although carefully compiled, are drawn from local bar association lists and responses to questionnaires.

Consular officers will do whatever they can to protect your legitimate interests and ensure that you are not discriminated against under local law. But, they cannot get you out of jail. If you are arrested, ask for permission to notify the consular officer at the nearest U.S. embassy or consulate. Under international agreements and practice, you have a right to get in touch with the American consul. If you are turned down, keep asking—politely, but persistently. If unsuccessful, try to have someone contact the U.S. consul for you. If, for some reason, you have difficulties with local authorities, remember that you are subject to local laws. American citizenship does not confer immunity. Many U.S. citizens have found, to their horror that U.S. diplomats are limited in what they can do when Americans abroad need legal aid.

### **Foreign Laws and Drugs**

(From Travel Warning on Drugs Abroad, U.S. Department of State, Bureau of Consular Affairs)  
Every year, several hundred Americans are arrested abroad on drug charges. Persons caught with illegal drugs in a foreign country are subject to the drug laws of that country, not those of the U.S.; as always, ignorance of the law is no excuse. In many countries, the burden of proof is on the accused to show that he or she is innocent of the charges.

Every aspect of a drug arrest abroad can be different from U.S. practice. For instance:

- few countries provide a jury trial
- many countries do not permit pre-trial release on bail

- pre-trial detention, often in solitary confinement, can last several months
- prisons may lack even minimal comforts, such as beds, toilets, and washbasins
- diets are often inadequate and require supplements from relatives and friends
- officials may not speak English
- physical abuse, confiscation of property, degrading treatment and extortion are possible.
- persons convicted may face sentences ranging from fines and jail time to years of hard labor, and even the death penalty
- penalties for drug possession and for drug trafficking are often the same abroad, so possession of one ounce of marijuana could result in years in a foreign jail

If you are arrested on drug charges, the consular officer will do what he/she can. However, he/she cannot get you out of jail or out of the country. Don't let this happen to you!

## II. Administrative

### A. Program Changes

**Official Policy:** The Boren Scholar may request program changes prior to the start of the program, following the procedures outlined below. In all cases, requested program changes must be in the same country or world region, and for study of the same language as the original program. Program changes will only be granted with the advanced written permission from IIE.

1. **Alternate Program:** If the Scholar chooses to change to the alternate program listed in the application, the Scholar must notify IIE in writing, and provide an updated budget, a letter of support from the campus representative, and evidence that the Scholar has been admitted to the alternate program.
2. **New Program:** Requests to switch to a new program will be evaluated individually, and will only be granted in extraordinary circumstances. If the Scholar wishes to change to a new program not listed on the application, the Scholar must petition IIE in writing, providing a detailed description of the new program, including start and end dates, and a new budget; detailed reasons for requesting a new program not listed on the Scholar's application; a letter of support from the campus representative; and evidence that the Scholar has been admitted to the new program.

3. **Early Withdrawal:** The Boren Scholar may only withdraw from a study abroad program early with the express and written permission from IIE, and the Scholar may be required to return scholarship funds already granted. Withdrawal without prior written approval from IIE shall be grounds for scholarship termination, as explained in the *IIE Terms and Conditions*. The Boren Scholar must inform IIE should a situation arise which may affect his or her ability to complete the Boren-funded program.
4. **Extensions:** A Boren Scholar who received a scholarship for one semester may request additional funding to extend the study abroad program in the same country for another semester. The Scholar must request the extension in writing to IIE at least six weeks prior to the end date of the study abroad program, as defined in the Scholar's Notice of Award. Extension requests will be evaluated individually, and are subject to the availability of funds. Extensions will only be granted with the advanced written permission from IIE.

**What this means and why:** As varied as the reasons for requesting a change are, they generally fall into one or more of the following categories: program change, date change, length change, and award amount change. Any change requires the Boren Scholar to email the IIE staff as far in advance of the change as possible with both an explanation for the request and a new program budget.

1. **Program Sponsor Change:** If you are thinking about changing to a different study abroad program, your explanation should include information on the language study plan of the proposed program and how it compares to the prior program. You will also need to provide new program dates and an email from your home institution that confirms their approval. If your program change is approved, we will require evidence that you have been accepted into the new program.
2. **Program Date Change:** If your program did not have set end dates at the time of your Boren application or the dates changed by a week or two, a simple email informing us of that change with a link to the program calendar is typically all that is required.
3. **Length Change:** Decreasing the length of your Boren Scholarship by a significant amount of time will only be approved in rare and extraordinary circumstances. Please contact IIE staff to discuss your situation. Length increases, on the other hand, are encouraged but award amount increases cannot always be granted. Length changes will also require new program dates and an email from the home institution confirming approval.

4. **Award Amount Increases:** It is not uncommon for Boren Scholars to discover that what they budgeted for a certain line item is different from the reality of the cost. If that is the case, email IIE with your new costs. Keep in mind that award increases are only possible if funding is available. Please remember that the Boren Scholarship cannot cover the costs of visas, passports, dependents, or personal expenses.
5. **Award Amount Decreases:** If you learn that your award amount exceeds your costs, you are required to contact IIE so we may adjust your award. In addition, you must inform IIE of any additional financial aid awards, grants, or scholarships that could affect the amount of the Boren Scholarship, as benefits may not be duplicated.

## **B. Disbursements**

**Official Policy:** Each Boren Scholar will receive an individualized scholarship disbursement schedule. The disbursement schedule outlines the period in which an awardee is eligible to receive a payment. Payments for the scholarship will be based on the length of study and award amount.

### **Eligibility**

Eligibility for payment is determined by:

- The month as outlined by the disbursement schedule
- The submission of all required materials
- A submitted Grant Payment Deposits Form with verifying document
- A U.S. bank account in the name of the Scholar (shared accounts are also accepted)

All payments will be made by IIE to the Scholar in U.S. currency via electronic fund transfer (EFT). If the bank account changes, a new Grant Payment Deposits Form is required and your payment may be delayed.

### **Payment Processing**

Payments will not be processed by IIE until all required documents and forms are submitted and approved. If one of your disbursements is delayed, it will not push back the dates of the following disbursements. You will find your individualized disbursement schedule uploaded to your Self Service Portal. For most Scholars, the disbursement schedule is determined in the following manner:

Summer Award – 2 payments, with the second being \$500

Semester Award – 3 payments of approximately 60%, 40%, and \$500

Year Award – 4 payments of approximately 50%, 30%, 20%, and \$500

AFLI Award (Official Year)-5 payments including summer stipend, 100% fall, 60%, 40% and \$500

AFLI Award (Unofficial Year) – 4 payments including summer stipend, 60%, 40%, and \$500

AFLI Award (Fall) – 3 payments including summer stipend, 95% of fall costs, and \$500

What this means and why: For the most part, if a Boren Scholar submits their required materials by the 1st of their disbursement month, IIE will process the payment to reach the Scholar's account by the 15th of the disbursement month. If the Boren Scholar submits their required materials by the 15th of the month, IIE will make payments to reach the Scholars' account approximately by the 30th. Any changes to your program dates or budget, could impact your disbursement schedule (both dates and amounts).

All final payments are contingent upon the completion of the language post-test, NSEPnet information verification, and the submission of all required reports. Failure to complete requirements within 3 months of the completion of the Boren-funded program will result in the forfeiture of the final \$500 payment.

### **C. Program Reports**

While on the overseas Boren funded program Boren Scholars must fulfill certain requirements in order to receive their in-program disbursements. Upload all required documents to the Self-Service Portal (<https://mycusthelp.info/IIE/>) by the due date listed on the program checklists-. If you are unable to upload your documents into the Student Portal or are concerned about due dates, please contact our office at [boren@iie.org](mailto:boren@iie.org) or 1-800-618-NSEP.

For **summer-only** Scholars, a first report must be submitted within 30 days from the start of the Boren-funded program. The final report must be submitted within 30 days after the program ends.

For **semester** (under 6 months) Scholars, a first report must be submitted within 30 days from the start of the Boren-funded program. The final report must be submitted within 30 days after the program ends.

For **year** (over 6 months) Scholars, a first report must be submitted within 30 days from the start of the Boren-funded program. The mid-term report must be submitted at least 6 weeks before the 3<sup>rd</sup> disbursement date. The final report must be submitted within 30 days after the program ends.

## D. Awardee Resources and Program Requirements

### Awardee Resources Page

The awardee resources page of the Boren website ([http://www.borenawards.org/awardee\\_resources.html](http://www.borenawards.org/awardee_resources.html)) has a wealth of information regarding your time as a Boren awardee. Utilize the resources provided on this page to find out more about your Service Requirement, the Boren Awards Orientation and Convocation, the Boren Forum, and sample Press Releases for your achievements. In addition, this page contains information regarding your Boren requirements.

### Program Requirements

There are requirements that must be uploaded into the Self-Service Portal in order to activate your award throughout your Boren funded period. There are also additional or altered requirements for African Language Initiative and Flagship awardees.

1. **Boren Scholarship Grantee Pre-Program Checklist:** This page includes information on requirements due before your first payment and before your Boren funded period- (<https://www.borenawards.org/2017-boren-scholarship-grantee-pre-program-checklist>).
2. **Boren Scholarship In-Program Requirements Checklist:** While on the overseas Boren funded period Boren Scholars must fulfill certain requirements in order to receive their in-program disbursements. This page outlines the requirements for award recipients which depend on length of their overseas period- (<https://borenawards.org/scholarships/how-apply/2016-boren-scholarship-program-requirements-checklist>).
3. **Boren Scholarship Post-Program Requirement Checklist:** Upon the completion of the overseas Boren funded period, all Boren Scholars are required to fulfill certain requirements in order to receive their final payment. These requirements are due within 30 days of the overseas program end date; otherwise the final disbursement will be forfeit- (<https://www.borenawards.org/2017-boren-scholarship-post-program-requirements-checklist>).



## **Appendix A: Directions for Submitting Requirements to the Self-Service Portal**

Upload all required documents to the [Self-Service Portal](#) by the due dates listed below. If your document is approved or denied, you will receive an automated email with an explanation. Do not respond to this automated email directly. If you have any questions, please email [boren@iie.org](mailto:boren@iie.org).

### **Login & Password**

Your user ID is your email address. To obtain a password, click on forget password and enter your e-mail address. A password will be e-mailed to you.

### **How to Upload**

To upload a document for IIE staff to review, log in to the Self-Service Portal and click on "Programs" near the top of the page. On the Self-Service Portal page, scroll down and click on "Boren Scholarships" next to your grantee information (Country, Program, etc.). This will take you to a new page where you will click on "Add New Document" found near the bottom.

Under New Document Upload, identify what the document is (i.e. US Passport) in the "Document Name" box. Then choose a "Document Category" from the drop down menu (i.e. passport). Next, choose whether this is a domestic or overseas requirement in the "Domestic/Overseas" box. For all Boren Scholars, the type of document will always be "Overseas". Only for Boren AFLI Scholars, who participate in both domestic and overseas programs, some documents will be "Domestic". Next click "Browse" to choose and upload your document and finally hit "Save". For more information on how to categorize your documents please visit this [link](#).

The system will confirm that the document was uploaded successfully, but you can also check by going back to "Programs" and choosing "Boren Scholarships" to see all of your uploaded documents. You can click on your document to confirm it was uploaded and check its status. Please do not email our office to confirm that the system has uploaded your document and allow at least two business days for a status change to appear in the Self Service Portal.

## **Document Specifications**

In order for a document to be valid, it must fulfill certain requirements:

- must be written in English (including letters of affiliation from foreign institutions)
- must be rotated correctly (title at the top of the page) and readable
- contain only one attachment per document type (unless IIE staff has requested additional documentation), so if document has more than one page, it must be combined to one individual PDF, not eight separate JPGs
- document size limited to 8MB.

## Appendix B: Checking Status of Submitted Materials

Boren Scholarship recipients are responsible for being aware of their program requirements, deadlines, and status. In order to determine which requirements are due or overdue please check your [Self-Service Portal \(SSP\)](#) account against your pre-, in- or post-program checklists and your individualized disbursement schedule (in the SSP) for more information. Please keep in mind that you should also check your document notes (sent in your approval emails) as well as “valid” dates for your contact information and pre-program requirements.




Once you have uploaded your program requirements to the SSP account there are 1 of 3 possible “Review and Approval” statuses.

- **Empty:** this means IIE staffs have not reviewed your submitted document.
- **Rejected:** this means IIE staff have reviewed your submitted document but were unable to approve it due to missing information, improper formatting, or other error. This will typically be accompanied with an email offering an explanation for the rejection or with further instructions.
- **Approved:** this means IIE staff have reviewed your submitted document and approved it until the “Valid Until” date.
  - The “Valid Until” date is a critical part of the approval process. If the “Valid Until” date is-
    - beyond your Boren Program End Date then no further action is needed
    - before your Boren Program End Date then you are required to update your requirement by the “Valid Until” date indicated to be eligible to receive payments after that date.

It is advised that Boren Scholarship recipients check their SSP account at least one month prior to their disbursement month while in program in order to be aware of any upcoming requirements that may delay their payments.

## Appendix C: Social Media Safety Guidelines

*If you plan to use social media while overseas, clean up your accounts, adjust your privacy settings, and remember to be careful of what you post.*

<p>Clean Up Your Accounts</p>	<ul style="list-style-type: none"> <li>• Google your name to find out what is public, ask to have inappropriate items removed</li> <li>• Remove personal information (example: residence)</li> <li>• Delete photos/videos showing government/military connections</li> <li>• Never select “Keep me logged in” tools</li> <li>• Change passwords every 60 days</li> <li>• Turn off geo-tagging option for photos, videos, and posts</li> <li>• Delete widgets and games that have access to personal info</li> </ul> <table border="1" data-bbox="1179 468 1511 669"> <thead> <tr> <th colspan="2">Worst Passwords of 2013</th> </tr> </thead> <tbody> <tr> <td>123456</td> <td>password</td> </tr> <tr> <td>admin</td> <td>qwerty</td> </tr> <tr> <td>abc123</td> <td>iloveyou</td> </tr> <tr> <td>letmein</td> <td>12345678</td> </tr> </tbody> </table>	Worst Passwords of 2013		123456	password	admin	qwerty	abc123	iloveyou	letmein	12345678
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admin	qwerty										
abc123	iloveyou										
letmein	12345678										
<p>Adjust Your Privacy Settings</p>	<p>Facebook</p> <ul style="list-style-type: none"> <li>• Who can see my stuff? <ul style="list-style-type: none"> <li>◦ Be selective with who can see future posts</li> <li>◦ Choose to review and approve tags before they are published to your Wall</li> <li>◦ Use the “View As” function to see how your profile looks to the public</li> </ul> </li> <li>• Who can contact me? <ul style="list-style-type: none"> <li>◦ Select the “Strict” option for filtering messages into your Inbox</li> </ul> </li> <li>• How do I stop someone from bothering me? <ul style="list-style-type: none"> <li>◦ Block an individual by name or email</li> </ul> </li> </ul> <p>Twitter</p> <ul style="list-style-type: none"> <li>• Turn off tweet location</li> <li>• Make tweets private</li> <li>• Require log-in verification</li> </ul>										
<p>Remember To Be Careful</p>	<ul style="list-style-type: none"> <li>• Respect other’s privacy and get permission before posting names, photos, or videos</li> <li>• Don’t post about drugs, alcohol, or other potentially offensive activities in the host culture</li> <li>• Don’t post pictures or information about your host family</li> <li>• Don’t post live updates about your whereabouts</li> <li>• Don’t post religious or political updates</li> <li>• Don’t accept friend requests from strangers</li> <li>• Be suspicious of individuals who are overly interested in being friends on social media</li> <li>• <b>If you’re not sure, DON’T POST IT!</b></li> </ul> <table border="1" data-bbox="363 1486 1490 1839"> <thead> <tr> <th>Status &amp; Photo Update Example</th> </tr> </thead> <tbody> <tr> <td>  </td> </tr> <tr> <td> <p>Appropriate postings include:</p> <ul style="list-style-type: none"> <li>• Clearly I have a kindred spirit in this city!</li> <li>• Best graffiti ever.</li> </ul> <p>Don’t post anything that identifies your location, may cause insult, or is insensitive:</p> <ul style="list-style-type: none"> <li>• Sherlock lives in my neighborhood!</li> <li>• Typical morning commute.</li> <li>• Someone needs to get a life.</li> </ul> </td> </tr> </tbody> </table>	Status & Photo Update Example		<p>Appropriate postings include:</p> <ul style="list-style-type: none"> <li>• Clearly I have a kindred spirit in this city!</li> <li>• Best graffiti ever.</li> </ul> <p>Don’t post anything that identifies your location, may cause insult, or is insensitive:</p> <ul style="list-style-type: none"> <li>• Sherlock lives in my neighborhood!</li> <li>• Typical morning commute.</li> <li>• Someone needs to get a life.</li> </ul>							
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## Appendix D: Job Searching While Overseas - Do's and Don'ts for Boren Awardees

NSEPnet is an excellent resource to find exclusive job postings, to keep your resume up-to-date, and to maintain your job search history log. IIE and NSEP encourage you to use the site often upon your return from overseas. **Do not access the NSEPnet website while abroad.**

The following provides a list of Do's and Don'ts related to job-searching overseas.

### DO

1. Work on a resume that will stand out. Use precise language. Demonstrate work experience by describing the jobs you have had, emphasizing skills that the job you are applying for requires.
2. Use the Partnership for Public Service website ([www.ourpublicservice.org](http://www.ourpublicservice.org)) to narrow down the types of positions that would most interest you. The website has many great resources, including "The Best Places to Work" annual ranking for Federal Government positions.
3. Search registries such as USAID's Private Voluntary Organizations (PVO) database ([www.pvo.net/usaid](http://www.pvo.net/usaid)) to see if there have been U.S.-funded projects in the country, and investigate the websites of such organizations to obtain their contact information and to learn more about whether positions may be available in the future.
4. Document all places you live, including full address, as well as a point-of-contact to verify you have lived at this location. Should you need to complete a background investigation for a security clearance, the required paperwork will ask for this information. Also maintain a record of all places you volunteer, study and travel.
5. Be mindful of the content you post on personal blogs and/or social networking sites.
6. Think about what is on your laptop and consider removing any sensitive personal information.
7. Prior to departure, you may want to alert any federal contacts about your overseas plans and ask them to refrain from contacting you while overseas.
8. Network. Be in touch with the U.S. Embassy. Meet other Americans working in the country and find out about their jobs. Make friends at the university where you are affiliated.

9. Conduct yourself at all times in an appropriate manner, that is, in a way that would be respectful of laws in the United States and those of your host country. Do research and familiarize yourself with the culture of the country in which you will be studying well before your arrival. As noted in your terms and conditions, Boren award recipients are responsible for observing satisfactory academic standards, fulfilling the requirements and expectations of the proposed program of study, and maintaining a standard of conduct and integrity in keeping with the spirit and intent of the National Security Education Program, and that will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries. Awardees are expected to obey the laws of the host country. Awardees are expected to honor any debts incurred in the host country.

#### **DON'T**

1. Access [www.NSEPnet.org](http://www.NSEPnet.org), [www.USAJOBS.gov](http://www.USAJOBS.gov), or government websites.
2. Apply for any federal jobs.
3. Contact any intelligence, military or government agencies aside from the U.S. Embassy.
4. Discuss your future career plans with foreign nationals.
5. Write NSEP staff at their .mil addresses. Additionally, remember that all correspondence while abroad should be done with IIE.
6. Import or use any drugs or substances known to be illegal in the United States. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.
7. Photograph police and military installations and personnel; industrial structures, including harbor, rail, and airport facilities; border areas; and, in the exceptional event that these should occur during your time abroad, scenes of civil disorder or other public disturbances.

## **Appendix E: Boren Facebook Group**

The “Boren Awards: Current Scholars and Fellows” Facebook group is only open to students who have received Boren Scholarships and Fellowships. Boren Scholars and Fellows can connect, discuss their programs, and share their experiences overseas.

To join the Facebook group, you must first be a member of Facebook. You can request to join the group at <https://www.facebook.com/groups/BorenRecipients>. After requesting to join, you should send an email to [boren@iie.org](mailto:boren@iie.org) confirming that you made this request. We will then add you to the group.

While we encourage students to use the Facebook group to communicate with one another, please recognize that Boren Scholarship policy related questions are best directed to Boren staff via email at [boren@iie.org](mailto:boren@iie.org) as some decisions are made on a case by case basis.

## **Appendix F: Taxes**

Boren Scholarships may be subject to U.S. income taxes. As a Boren Scholar, you are responsible for checking your U.S. tax liability. IIE will not provide 1099 forms. Therefore, you should maintain accurate records of funds received and how they are expended.

The IRS issues many helpful publications pertaining to special circumstances and taxes. IRS Publication 970, <http://www.irs.gov/publications/p970/>, “Tax Benefits for Education,” addresses tax issues related to scholarships that can be helpful when you prepare your federal income tax forms. Publication 54 “Tax Guide for U.S. Citizens and Resident Aliens Abroad” and publication 463 “Travel, Entertainment and Gift Expenses” are also useful documents. To order these publications, call 800-829-3676. To receive more information on grants and taxes, visit <http://www.irs.gov>.

You should consult with your local IRS representative regarding any questions pertaining to the financial provisions of the scholarship. IIE is not in a position to answer any questions regarding tax liability. However, there are permanent IRS offices located in many American embassies. If there is no IRS office at the U.S. embassy in your country and you have tax related questions, you may inquire at the nearest U.S. embassy or consulate about IRS “tax expert tours.” The IRS sends U.S. tax experts on assigned routes through a number of foreign countries each year during the period from January to June. All posts receive a copy of the tour schedule. Request the current schedule so you may determine when one of these IRS representatives will be traveling near you. IIE will not provide 1099 forms. Therefore, you should maintain accurate records of funds received and how they are expended.



## **Appendix G: Photo and Video Sharing with IIE**

We are very interested in receiving photographs from grantees while they are abroad on their Boren funded period.

- Action photographs that show interaction and engagement between the grantee and the host community are especially welcome. Digital photos are probably the easiest and can be emailed to [boren@iie.org](mailto:boren@iie.org). Whenever possible, please ensure that the digital photos have a resolution of at least 300 dpi.
- Video (even as brief as 3 minutes) that shows interaction and engagement between the grantee and the host community are also welcome.

Using both initiative and imagination, there is a wide array of opportunities available to you that would enhance your experience while also allowing others to grow and gain a foundation in international understanding. It is important to note that regardless of whether your photos will be shared with IIE, you should be culturally sensitive as you document your overseas experience. Please use your best judgment in making sure that your photos are appropriate. Also, do not take any photos of military installations, political demonstrations, or any other politically or culturally sensitive materials.

It would be appreciated if you could share photographs and video of you at work on your programs. IIE staff might then use it for publicity and/or recruitment materials such as posters, brochures, annual reports, and the Boren website. Please be sure to include your name, country, and a short description of the activity being carried out when sending these photos or videos to your IIE program staff.

## Appendix H: Boren Forum Letter

Dear Boren Scholars,

Congratulations on receiving the David L. Boren Scholarship, one of the most prestigious foreign study awards in the United States. This award recognizes your academic achievements, keen interest in foreign languages and cultures, and your commitment to civil service – qualities which will serve you well in your life and career.

Welcome to the selective rank of students who have received Boren Scholars and Fellows and have gone on to learn languages critical to our nation's security, experienced ancient and thriving cultures, and used their experiences to serve our country in a diverse collection of fields since 1994. Following the completion of your award, we invite you to stay connected to the Boren community through the Boren Forum, an organization founded by a dedicated group of NSEP alumni. The Boren Forum promotes the educational, social, and career development of NSEP Scholars and Fellows upon their return to the United States, while enhancing and expanding public service opportunities through mutually beneficial partnerships among alumni and other organizations.

Joining the Boren Forum will plug you into an extensive network of more than 2,000 members from 50 states. Together, we have studied in more than 100 countries and speak 80 languages. Our combined experience in academia, the federal government, and the private sector is inspiring and invaluable.

The Boren Forum also provides numerous opportunities for Boren alumni to connect and network with public and private entities. In addition to hosting social gatherings, which include happy hours, trivia nights, and outings to local sights and events, we also host an annual national security-focused career and recruitment panel in the spring and an annual hiring event with federal contractors in the fall. Other exclusive opportunities include breakfast with senior U.S. policymakers, private information sessions with federal recruiters, and access to an online community where you can discover job announcements and connect with NSEP alumni across the country and around the globe.

To officially join the Boren Forum and receive information about these and other upcoming events, please visit our website at [www.borenforum.org](http://www.borenforum.org) and click on "Join Now" tab on the left-hand side. Once we confirm your eligibility, we will approve your free membership granting you access to the benefits of our growing and active alumni network. You can also find us on Facebook.

The Boren Forum is eager for you to join and share experiences that enrich your life, expand your horizons, and increase your international awareness. Congratulations again on your achievements, and have a great time overseas. We hope to see you soon.

Warm Regards,

The Boren Forum Board of Directors