



2019 Boren Scholar and Fellow In-Program Checklist

All Boren Scholars and Fellows must fulfill certain in-program requirements once your overseas program has begun. Failure to complete your in-program requirements may result in delays with your scheduled disbursements. As a reminder, all Boren required documents should be submitted through the [Self-Service Portal \(SSP\)](#) by the due date indicated below.

For Overseas Programs (Scholars and Fellows)

Physical Residence (due 2 days after arrival)

- This is your [personal overseas residence contact information](#). For this address to be valid, you must include your local phone number, complete street address of where you are physically residing and a valid start and end date.
- Your residence information will be used for emergency purposes only. Mailing addresses or P.O. boxes will not be accepted.
- Review the [instructions](#) on how to enter information in the portal.

Initial Program Report* (due 30 days after the start of your overseas program)

Mid-Term Program Report* (due midway through your overseas program)

Updated Return Ticket (due dates will vary by program length)

- Summer only – should be submitted as part of your pre-program requirements.
- Semester – should be submitted by your second disbursement.
- Yearlong – should be submitted by your second to last disbursement.
- If you initially submitted a roundtrip ticket and there are no changes to your flight, no need to resubmit in the portal.

If you are unable to upload your documents into the Self-Service Portal or are concerned about due dates, please email your Boren advisor or call 1-800-618-NSEP.

Region/Initiative	Contact Email
Asia	BorenAsia@iie.org
Europe/Eurasia	BorenEurope@iie.org
Middle East, North Africa, or Sub-Saharan Africa	BorenAfricaMENA@iie.org
Western Hemisphere (Latin America and Caribbean)	BorenWH@iie.org
AFLI	BorenAFLI@iie.org
IFLI	BorenIFLI@iie.org
SAFLI	BorenSAFLI@iie.org
The Language Flagship (All Regions)	BorenFlagship@iie.org

*All Boren templates can be found in the self-service portal under Documents.