



## 2019 Boren Awardee Pre-Program Checklist

The following requirements must be uploaded into your [Self-Service Portal \(SSP\)](#) account in order to activate your Boren Award. **You will NOT receive your first disbursement until all required tasks have been completed.**

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- Accept or decline award by uploading your Grant Document\* on the portal by **Wednesday, May 1, 2019****

**\*Grant Document:** This form is customized with your personal information and will be uploaded to the Self-Service Portal for you to download. You will be sent a notification email when it is available. The Grant Document confirms your intention to accept the award. You must download the document. Verify that the information is correct by signing, dating and printing your name on the form. The completed Grant Document must then be uploaded into the Self-Service Portal by the deadline.

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- [RSVP](#) for Boren Convocation by **Friday, May 10, 2019****

Boren Convocation will take place on June 10-11, 2019 in Washington, DC. If your overseas program begins before Convocation, please contact your Boren advisor for further instructions (contact information can be found on the last page of this checklist).

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The due dates for the items below are contingent upon the **START DATE** of your program.

Program Start Date	Due Date for Materials
June 1 – September 30	<b>May 15, 2019</b>
October 1 – December 31	<b>August 1, 2019</b>
January 1 – March 1, 2020	<b>October 1, 2019</b>

If the information on ANY of the documents below is inaccurate or if you have any concerns, please contact your [Boren regional advisor](#) or call 1-800-618-NSEP before you upload the document.

**Service Agreement:** This form is customized with your personal information and will be uploaded to the Self-Service Portal for you to download. It includes the dates of your Boren-funded period and the length of your service requirement. Be sure to read this document carefully and thoroughly before signing. You must download the document then verify that the information is correct by signing, dating, and providing your Social Security Number on the form. **IMPORTANT:** please be sure to enter your Social Security Number in the appropriate section on the Self-Service Portal as well.

**NSEP Terms and Conditions:** Be sure to carefully read over the National Security Education Program (NSEP) Terms and Conditions, which can be found on the Self-Service Portal. Sign, print your name, and date every page before uploading them into the portal.

**IIE Terms and Conditions:** Be sure to carefully read over the Institute of International Education (IIE) Terms and Conditions, which can be found on the Self-Service Portal. Sign, print your name, and date every page before uploading them into the portal.

**Language Testing Agreement:** This form is confirmation of your understanding of the pre- and post-program language test requirement. All recipients of the Boren Award are required to be tested for proficiency in the language to be studied both before and after the overseas program. This test does not have any effect on the status of your award (except for Spanish and French speakers).

By signing and submitting this form you are confirming the following:

You will take a pre- and post-test, unless you have no previous experience in that target language, either inside or outside of the classroom, or if your target language is not offered by Language Testing International (LTI). Even grantees who do not take a pre-test are required to take a post-test, if one is available for their target language. If you have been exposed to the target language outside of the classroom, you must take the language pre-test. Download and submit the signed Language Testing Agreement into the Self-Service Portal.

**Contact Information:** Contact information must be updated by the awardees in the Self-Service Portal. All entries must be in English. Only complete addresses will be approved.

- Home Country Program Contact – This is the contact person at the U.S. base of your study abroad program. For this address to be valid, you must include the following:
  - Name, title and address

- Non-generic email address
- Phone number
- Valid start and end dates

If you have directly enrolled in an overseas institution, you may instead list your study abroad advisor at your home institution. If you will have multiple study abroad programs, you may enter more than one contact.

- Emergency/Host Country Contact – This is the contact person at the overseas base of your study abroad program. For this address to be valid, you must include the following:
  - Name, title, and address
  - Non-generic email address
  - Phone number
  - Valid start and end dates

If you will have multiple study abroad programs, you may enter more than one contact.

- Emergency/Home Country Contact – This is your U.S. emergency contact. At any point, if we cannot reach you while you are overseas, we will reach out to this person. Therefore, this should be someone with whom you are in regular contact (e.g. parent, family member, adult sibling, close friend, spouse, etc.).

**U.S. Passport:** Submit a copy of the photograph page of your valid U.S. passport. We will not accept birth certificates, social security cards, or any other type of documentation.

**Proof of Matriculation/Graduation Date Letter:** All Boren Scholars/Fellows must remain matriculated and degree-seeking students at a regionally accredited U.S. post-secondary institution for the duration of the Boren-funded study abroad program. The Boren Scholar/Fellow must provide a letter from the registrar or dean of his or her home institution as proof of matriculation. **This letter must be uploaded to the Self-Service Portal by the Awardee.**

The proof of matriculation must:

1. Indicate that you will be matriculated for the entirety of your Boren-funded program. They may either state that you will be matriculated through the length of your award, or that you are currently matriculated, and they expect that you will remain matriculated through the length of your award.
2. Include a graduation date that is after the completion of your Boren-funded program. If your Boren-funded program ends the same month and year as your graduation, the date must include a month, day and year (the earliest your graduation date can be listed is one day after your Boren overseas program end

date). If you will be graduating well in the future, a month and year of graduation is sufficient.

3. Be on letterhead and include an original signature of a registrar staff member or dean.

If your home institution prefers to write “enrolled” or “remain a student” instead of “matriculated,” that terminology is also acceptable.

*Example Matriculation Letter*

University of Nowhere Official Letterhead

June 1, 2018

Dear Boren Awards Team:

University of Nowhere student, Ryan Gosling, is currently a matriculated, degree-seeking student and is expected to remain so while on his Boren Award, which goes through fall 2018 and spring 2019. He is expected to graduate from University of Nowhere on May 15, 2019.

Sincerely,

University of Nowhere Registrar (actual signature)

OR

University of Nowhere Dean (actual signature)

**Why this works:** The original of the above letter would be accepted by IIE because it is an official letter on letterhead, says that the Boren Awardee is matriculated while on the Boren, gives a graduation date that is after the program end date, and is signed by a proper authority at the university.

**Government Status Confirmation Form:** All recipients of the NSEP Boren Awards must complete this form, which is confirmation that you will not be an agent of the federal government in any capacity (e.g., military service, intelligence activities, intern, etc.) during your Boren-funded study abroad program.

All recipients will check the appropriate statement and sign the form. The next steps are dependent on one of the three following factors.

1. **What if I have never been affiliated with the federal government?** – If you were not previously an employee of the federal government, then you can sign and upload the form without attaching a separate statement.

2. **What if I have previously been affiliated with the federal government?** – If you were previously an employee of the federal government (e.g. military service, intelligence activities, internship, etc.), you must attach a letter detailing your separation from federal employment. If you were previously a military reservist or a participant in an on-campus ROTC program, you must attach a letter from your commanding officer confirming your separation from your unit and de-activated status during your Boren-funded study abroad program. The letter from the federal government must be on official letterhead and contain an original signature from either a former supervisor or Human Resources representative. You will then upload both the Government Status Confirmation Form and the proof of separation into the Self-Service Portal.
  
3. **What if I am currently affiliated with the federal government?** – If you are currently affiliated with the federal government, then you must separate before receiving your Boren award. Once you have ended your employment, you must submit a letter to our office detailing your separation from federal employment. If you are currently a military reservist or a participant in an on-campus ROTC program, you must attach a letter from your commanding officer confirming your separation from your unit and de-activated status during your Boren-funded study abroad program, once you have separated. The letter from the federal government must be on official letterhead and contain an original signature from either a former supervisor or Human Resources representative. You will then upload both the Government Status Confirmation Form and the proof of separation into the Self-Service Portal.

**Language Pre-Test:** Language proficiency testing will be conducted by LTI, the exclusive licensee of the American Council on the Teaching of Foreign Languages (ACTFL) before you depart for your overseas experience. LTI will test your proficiency using the ACTFL Oral Proficiency Interview (OPI.) This is a standard procedure for the global assessment of functional speaking ability. It measures how well you speak a language by comparing your performance of specific language tasks against criteria for the eleven proficiency levels described by the Inter-Agency Language Roundtable (ILR), rather than against the performance of other individuals.

**How does it work?** LTI will conduct OPI tests over the phone, and a landline connection is recommended for quality service. A certified ACTFL language tester will conduct the exam that will last between 20 and 40 minutes. It will be digitally recorded so that it can also be rated by a second certified ACTFL tester. At the conclusion of your study, you may request IIE to provide you with the results of your post-test in the form of an LTI certificate indicating your proficiency level. A description of the levels can be found at <http://www.govtilr.org/Skills/ILRscale2.htm>.

**When do I take the test?** You must take the test at least two (2) months before you depart for your program and again upon your return to the U.S. at the end of your overseas program (Awardees notified of recipient status with less than 2

months before their program start date should schedule LTI tests as soon as possible). If you have no prior experience with the language or your language is not available, you must email contact your [Boren regional advisor](#) to request a waiver of the language pre-test. No award payments will be dispersed until the pre-test results are received. Failure to take the language post-test within 90 days of the program end date will result in forfeiture of the final \$500 payment.

**How do I arrange a test?** All test arrangements are made using a website for the Boren program. Do not go online to schedule a language test if you have no prior experience with the language. Review your Language Testing Agreement for instructions.

**What if I have no prior experience in the language/my language isn't offered by LTI?** If you have no prior experience with the language or your language is not available, you must contact your Boren advisor or call 1-800-618-NSEP to request a waiver of the language pre-test.

**Level 3 Travel Advisory Waiver Forms:** These forms are only required if there is a U.S. Department of State Travel 3 Advisory for your proposed country of study. These forms are customized with your personal information and will be uploaded to the Self-Service Portal for you to download.

If you did not receive a personalized form and you are not proposing to study in a U.S. Department of State Travel Warning country, then you are not required to submit these forms.

If the information on your Travel Warning Forms are not accurate, or if you have any concerns, please contact your Boren advisor or call 1-800-618-NSEP before you upload the documents.

**Proof of Affiliation:** Copy of a formal signed letter or document, in English, from your chosen study abroad program. The document must confirm your acceptance into the program and state your overseas period. If you received an email from your overseas program stating your acceptance, please PDF the email and upload it into the Self-Service Portal.

If you are participating in multiple study abroad programs you will need to submit a letter of acceptance for each program before your next disbursement. For example, if you are a yearlong awardee and you have different fall and spring programs, you must submit a letter of acceptance for your fall program before your first disbursement and a letter of acceptance for your spring program before your second disbursement.

**Proof of Sound Health:** The letter needs to state that you are healthy enough to study in the host country. It must be signed and dated by a medical professional who 1) is not related to you, 2) is familiar with your medical history, and 3) has provided contact information. The letter

should be dated within three months of your Boren program start date. If you have submitted a similar form to your study abroad program, you may submit that to IIE, as long as it covers all of IIE's requirements.

*Example:*

June 1, 2017

Channing Tatum was seen in my office today. I have cleared him for travel to China for the academic year 2017-2018.

Dr. Hudson (actual signature)

Livingstone Medical Practice  
1234 Doctor Street  
Livingstone, CA 00000  
202-555-1234

**Why this works:** The letter of sound health is in English and states that you are healthy enough to travel to the host country. It is signed and dated by the medical professional. Contact information is provided.

**Proof of Overseas Health Insurance:** Must include health, accident, medical evacuation, non-medical evacuation, and repatriation of remains coverage. Non-medical evacuation coverage must include war, civil unrest, and natural disasters. If such insurance is not provided by the study abroad program or the home institution, the Awardee must purchase the insurance directly. The Boren Awardee must send documentation to IIE that includes the following information:

- Proof of the five types of required overseas health coverage - the Boren Awards suggests the following coverage amounts: \$100,000 for Health, \$100,000 for Accident, \$50,000 for Repatriation of Remains, \$300,000 for Medical Evacuation, and \$100,000 for Non-Medical Evacuation;
- Amount of coverage; and
- Dates of coverage.

Only proof of insurance that contains all three pieces of information will be accepted. To demonstrate proof of insurance, you must do the following:

**Option 1: Submit an official summary of overseas health insurance coverage.**

*Example:*

ABC INSURANCE COMPANY  
Official Header

This letter certifies that Lupita Nyong'o has overseas health insurance coverage between JUNE 1, 2018 and MAY 31, 2019. The insurance policy covers the following:

Health \$200,000  
Accident \$50,000  
Repatriation of Remains \$50,000  
Medical Evacuation \$500,000  
Non-Medical Evacuation (including political and natural disasters) \$80,000

**Why this works:** The official comprehensive policy summary confirms the name of the Boren Awardee, dates of coverage, and all five types of required coverage including political and natural disasters, and the coverage amounts. No additional forms are needed.

**Option 2: Complete the Proof of Overseas Health Insurance Form (found in the Self-Service Portal) along with comprehensive policy summary.**

Upload to the portal a printed document from your overseas health insurance provider that has your name to verify that you are covered under the policy as well as the dates of coverage, which must encompass your entire Boren-funded overseas program. Include a copy of the official policy or an official comprehensive policy summary.

**Why this works:** In this example, you will have provided an official policy document (often multiple pages) that has your printed name, dates of coverage, types of coverage and amounts, along with the completed proof of insurance form that confirms all the required information. You then sign the form and submit it along with your official policy document.

When trying to determine which travel health insurance company to enroll in, below are some suggestions of the most common examples we have seen from other Boren Awardees in the past:

- International Student Identity Cards (ISIC) – Explorer or Premium Plan
- Cultural Insurance Services international (CISI) – Upgraded Comprehensive Plan that includes security evacuation coverage
- iNEXT International Insurance – Supplemental or Comprehensive Plan but must include the security evacuation coverage add-on

If your current health insurance already provides the coverage that Boren requires, then feel free to use that instead. The above list is provided as suggestions to get you on the right track and by no means required.



**Airline Itinerary:** Before the Boren Awards will process your first disbursement, you must send a copy of the receipt of your airline ticket, listing all destinations, airlines and the total cost. The ticket must be made out in your name, be a round-trip ticket, and be on a U.S. flag airline carrier (see below). Please refrain from scheduling flights from or with layovers in countries with security issues (i.e. Russia, Mexico, Turkey etc.) or your itinerary may not be approved. If you are unsure about security issues in a layover country, please contact your Boren advisor booking your flight. If you are not using Boren Award funds to pay for your airfare, then you can use any carrier but you still must send proof of a round-trip ticket. Submitting a print out of your itinerary with confirmation numbers included is sufficient if you purchased an e-ticket.

- If you are a yearlong awardee and are unable to purchase tickets as far in advance as your overseas program end date, you will be required to submit proof of a return ticket before your second to last payment (please see your individualized Disbursement Schedule for more information). Please contact your Borne advisor call 1-800-618-NSEP for further instructions.
- **Fly America Act:** The Boren Awardee is responsible for making all of his or her travel arrangements in conjunction with the study abroad program provider. The Boren Awardee must comply with the Fly America Act, which requires that all air travel supported by federal government funds be on American Flag Carriers departing from the United States to the foreign destination and returning to the United States, and on all internal foreign flights where such service is available. To comply with this requirement, the Boren Awardee must send a copy of his or her airline ticket or itinerary, documenting the flight, airline carrier, and price, before the first disbursement will be made.

**Nota bene:** There are a variety of ways to purchase a round-trip ticket that are in compliance with this law. Simply put, the Fly America Act permits travel on flights operated by U.S flag carriers AND foreign flag carriers provided the flight shown is a U.S. carrier's code-share flight number. This can be done via the airlines code-share agreements. A code share flight is a common airline practice where two (or more) airlines share the same flight. You may be able to book this through a third-party vendor, but you should carefully check to ensure it satisfies the Fly America Act requirements. Tickets can be validated on a foreign carrier provided the International sector shows a U.S. carrier code-share flight number

*Example*

Acceptable Code Share: United Air flight 1111 (operated by Air China).

Unacceptable Code Share: Air China flight 1111 (operated by United).

**The key distinction is this:** in the first case, the flight number is an American carrier. In the second case, it is not.

Another key point of the law is that it requires government-supported travel to be on American Flag Carriers as far as possible on a typically-traveled route. You can fly to a transfer point, as close to your final destination as possible, on a U.S. carrier and then switch to a foreign airline if, and only if, there is no U.S. carrier option. Use this option with caution as what is an appropriate transfer point can be tricky. In all cases, you should be flying on a U.S. carrier on the flight that takes off and the flight that lands in the U.S.

*Example*

Acceptable Travel Itinerary:

Delta Airlines flight 1111 from New York, U.S.A. to Tokyo, Japan  
Japan Airlines flight 606 from Tokyo, Japan to Ulaanbaatar, Mongolia

Unacceptable Travel Itinerary:

Japan Airlines flight 8965 from New York, U.S.A to Tokyo, Japan  
Japan Airlines flight 606 from Tokyo, Japan to Ulaanbaatar, Mongolia

The key distinction is this: in the first case you left the U.S. and traveled as far as you could (presumably) using an American Flag Carrier. It is less likely that you would find another U.S. carrier to take you between foreign countries. In the second case, you left U.S. soil using a foreign carrier, which is unacceptable.

Finally, you or your travel agent may have heard of the “Open Skies Agreement” of the Fly America Act. The Boren Awards are not covered under these agreements; therefore, flights booked under “Open Skies” will not be compliant.

If you would like further advice or pre-approval of your ticket before purchase please contact your Boren advisor call 1-800-618-NSEP.

**Official Transcript:** An updated official transcript is required of all Boren Awardees before their first disbursement. Only official transcripts will be accepted. The official transcript must provide grades from the semester prior to the overseas departure.

We will not accept enrollment verification forms or unofficial transcripts. However, Awardees may obtain an official transcript from their institution, open the document (even if it is sealed), and upload a clear copy on the portal. This will be acceptable for Boren purposes. You may also request to have official e-transcripts sent directly to [BorenRecipients@iie.org](mailto:BorenRecipients@iie.org).

**STEP Registration:** Boren Fellows and Scholars are required to register with the Smart Traveler Enrollment Program (STEP) which allows individuals to receive the latest travel updates and information via email. Upon registration, you will automatically receive the most current information that the U.S. government has about your host country. You will also receive updates, including Travel Advisories, when applicable. You are required to upload

proof of your STEP enrollment to the Self-Service Portal.

### **How to Enroll:**

1. Go to <https://step.state.gov/STEP/pages/individuals/newAccountStart.aspx> and read the Privacy Act Information. Click the box “I have read the terms of the Privacy Act Notice.”
2. Click on the blue bar titled “Account Information” and fill in the required fields.
3. Click on the blue bar titled “Traveler Information” and fill in the required fields.
4. Click on the blue bar titled “Emergency Contact Information” and fill in the required fields. Press Next when done.
5. Confirm that the information you entered is accurate. Click “Finish.”
6. Under “Existing Trips/Residences Abroad,” click “Add a Trip/Residence Abroad.”
7. Fill in as much information as you have on your overseas study. Please do not provide a U.S. phone number unless it will be possible to reach you at this number while you are outside the U.S. If you are unsure of what to put in these sections, please consult your study abroad advisor or make a note to add this information as soon as you have it.
8. After enrolling your trip, you may see an automated Travel Caution page. Please read through this and click “Next.”
9. On the trip confirmation page, confirm that the travel information you provided are correct. Click Finish.
10. Take a screenshot of the “Profile Information” page, which will display your trip and traveler details. Please upload this to the Self-Service Portal as proof of your STEP enrollment.

**All requirements above must be fulfilled before you can receive your first disbursement.**

**IlePAY Registration:** Each Scholar/Fellow will have a specific disbursement schedule detailing when to expect your Boren funds and will be disbursed through a process called IlePAY. IlePAY is a payment solution that enables IIE to make disbursement payments to Boren Awardees digitally via an email address. IIE has partnered with Bank of America (BoA) to facilitate these disbursement payments through Zelle, a payment service with a network of more than 30 U.S. banks (similar to Venmo or PayPal). Non-network U.S. banks will still be able to receive payments but through a slightly different registration process.

Boren disbursements are typically processed at the beginning of each month. Failure to submit any required documents may result in delays with your disbursement.

Once your Boren advisor has released your scheduled disbursement, you will receive an email from Bank of America providing you with the next steps. The BoA email will be sent to the same primary email address IIE has on file. This is also the same email address you use to login to the portal. To ensure delivery, add [payments@ealerts.bankofamerica.com](mailto:payments@ealerts.bankofamerica.com) to your address book. Check your junk folder as well since the BoA email is sometimes routed there by mistake.

### Sample Email:

Reminder: You've received notice of payment from  
ABC Company

ABC Company Inc is using Bank of America to process this payment



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John Smith,

As you requested, **ABC Company** sent you a payment **4** days ago.  
This payment will expire if you don't accept it within 14 days of the  
date listed.

From: **ABC Company**  
To: **John Smith**  
Email address: [jsmith@gmail.com](mailto:jsmith@gmail.com)  
Amount: **\$100.00**  
Date sent: **03/04/2014**  
Confirmation number: **999498654**  
Message: **For claim #123456XYZ**

**You must register [jsmith@gmail.com](mailto:jsmith@gmail.com) to receive payment.**  
After registration, the funds will be deposited into the account you  
select for this email address.

[Register to accept payment](#)

Upon receipt of the BoA email, you must register with Zelle within 14 days or the payment will be cancelled. If you do not register right away, you will receive 2 reminder emails. On day 15, your payment will be cancelled, and you will receive a notification email.

Boren Awardees who are currently not enrolled in Zelle must complete a one-time registration to register your U.S. bank. Foreign banks are currently not accepted. Existing Zelle members do not have to take any action, if the email address for that Zelle account match the primary email address on file with IIE.

Once you have successfully registered your U.S. bank account with Zelle, your first disbursement will be automatically deposited. Delivery times will range from 1 to 3 business days. Any subsequent disbursements will automatically be deposited into the bank account on file with Zelle. You will also receive an email notification when this occurs. For additional details about IIEPAY, review <https://www.iie.org/en/Connect/Students/IIEPAY>.

If you have any questions or issues regarding your disbursement, contact your Boren advisor immediately.

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This is the end of the Pre-Program Checklist. Please reach out to your Boren advisor for any questions.

<b>Region/Initiative</b>	<b>Contact Email</b>
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