

2018 Boren Fellows and Scholars Post-Program Requirements Checklist

Upon the completion of the overseas Boren funded period, all Boren Awardees are required to fulfill certain requirements to receive their final payment and officially complete the Boren program. These requirements are due within 30 days of the overseas program end date, otherwise the final disbursement will be forfeit.

Due within 30 days of the overseas program end date:

- **Final Report:** *Reports are not currently available but will be provided by your advisor in late May.*
- **Language post-test:**
 - Visit <http://tms.languagetesting.com/Registration/> to schedule your post-program language test. Username: **iie** Password: **fellow**

In order to make the process easier for students LTI can conduct language tests by cell phone and Skype phone, although landline connections are still recommended to ensure quality service. LTI will report your test results to IIE directly approximately two weeks after the test is administered.

If you are a **Flagship or AFLI/SAFLI/IFLI** participant, you may be tested by your overseas program.

- **Verify your NSEPnet account information:** As a Boren awardee, you have agreed to fulfill a service requirement with the federal government. As part of this opportunity, you are required to log on to NSEPnet, an on-line resume database, to verify your personal information before departing for your study abroad program. You will be sent an email with your username and password once your personal information has been uploaded into the system. If you are not graduating immediately after the award period, you must post and activate your resume on NSEPnet a year before you graduate. For those graduating within a year of completing the Boren, please active your resume on NSEPnet as soon as you return to the USA. For further information on the service requirement, see The NSEP Service Agreement for Scholarship and Fellowship Awards and the NSEP Terms and Conditions.

To Log On:

- Go to NSEPnet at <http://www.nsepnet.org/>
- Enter your NSEPnet username and password. Click "LOGIN."
- The first time you log in, you will be asked to change your password. You will need to click "forgot your password" to create your initial password.

1. **To Verify Personal Information** - You are required to verify your personal information (including: address, phone, and e-mail) in order to receive your final disbursement.
 - Click “Resume Builder” tab.
 - Select “General Information”
 - Make any corrections to your general information. At this time, it is only necessary to make corrections to your permanent and present information (including: address, phone, and e-mail).
 - Click “Update” to save your information on each page and “Next” to move through the screens.
 - Put a check in the box after “I have verified the basic data listed above” by clicking in the box and then click “Submit.”

2. **To Enter and Activate Resume Information** - You are required to enter and activate your resume at least twelve (12) months prior to anticipated graduation. If you will be on your overseas program 12 months prior to your graduation, you should activate your resume prior to your departure or after returning to the U.S. You should not access NSEPnet while overseas.
 - Click “Resume Builder” tab.”
 - Select “General Information”, make any additions/corrections, click “Submit General Information”
 - Select “Education Information”, make any additions/corrections, click “Submit Education Information”
 - Select “Experience Information”, make any additions/corrections, click “Submit Experience Information”
 - To view your resume, click “View Resume” under the “Resume Builder” tab.
 - Review resume for accuracy and make any changes by following the steps above.
 - If your resume is complete and free of technical errors, you can click “Yes” at the bottom of the page. If there are changes you need to make, click “No” and you will be directed back to the Resume Builder. You can also print your resume by clicking the link at the bottom of the page.

Note: You should update your resume frequently after activation.

3. **To Update Job Search History Log** - To be considered for a full and good faith effort, you must document all job search activities

- Click “Record Job Search” under the “Job Search” tab.
- Follow instructions given to add a job application or make general comments about your job search efforts.
- You can view your Job Search History by clicking “View Complete History” on your Homepage or by clicking the “Record Job Search” tab.

If you have questions regarding NSEPnet, email: nsep@nsep.gov.

All of the above requirements are due within 30 days of your overseas program end date. Failure to complete these requirements in a timely manner may result in the forfeiture of your final disbursement.

Please contact your [Boren regional advisor](#) if you have any questions.