



Boren Scholarship Online Application Instructions

1. Consult with your Boren campus representative about deadlines, requirements, etc. If you are unsure of the name of your campus representative you can go here <http://www.borenawards.org/institutions> for a listing, email boren@iie.org, or call 800-618-6737.
2. From the Boren Scholarship website proceed to the online application login, http://www.borenawards.org/boren_scholarship/how_apply.html.
3. Click on First Time User Registration.
4. Enter your email address. **Your email address will become your User Name when you login thereafter.**
5. Create a password that you will remember. The password must be at least 8 characters, and must include at least one uppercase letter, one lowercase letter, one number, and one symbol.
6. Re-enter your password for confirmation.
7. Click on Proceed.
8. Select the term for which you wish to apply. If your program is off the U.S. academic cycle, count the months of duration. If the program will be shorter than 6 months, select a semester term application (select Fall if the majority of the program is between July and December, and select Spring if the majority is between January and June). If the program will be longer than 6 months, select Year application. If you change your mind or chose an incorrect term, please email boren@iie.org to request a change of term.

Applicants who plan to study abroad on two different study abroad programs, s should:

- Select the proper-term for the full amount of time overseas, based on the paragraph above.
- Use the proposed program section to explain your plans.
 - For the *Preferred Study Abroad Program Sponsor* and *Preferred Study Abroad Program Name* questions, choose the study abroad program that is longer. If the programs are of equal length, choose the first program.
 - For the *Overseas Institution(s)* question, list both overseas institutions. Applicants will not be eligible to receive funding to study at institutions not stated in this field (unless otherwise granted permission by IIE).
 - Applicants must plan on studying the same language for the entire period overseas.
- In Statement of Purpose - Part II, the applicant should describe both study abroad programs.

9. Click on Apply Now.

As you enter the following information into the system, please make sure to click the “save” button every 10 minutes. The system will time you out and will not save your work unless you click on the “save” button. To re-access your saved application, go to the online application login page and reenter your User Name (email address) and password. Select the application that you wish to edit.

Instructions for Section A—Applicant Data:

- ***Current Information***
 - Name:
Enter your complete and legal name. Please note that last name is requested first.
 - Email address:
Enter the email at which you would like Boren to contact you. This email address will need to remain valid until July.
 - Current address:
Please enter the mailing address and the phone number at which you can currently be reached. For all zip codes, please enter nine digits. To find the four-digit extension, please visit www.usps.com. This extension is required.
 - Address Valid Until:
Please pay careful attention to when you will be leaving your current residence. IIE will revert to using your permanent mailing address after the date you submit. If you plan to be at the address indefinitely, please enter a date decades into the future.
- ***Permanent Information***
 - Permanent Address:
Enter the address and phone number at which you can usually be contacted while not at college/university.
 - Congressional Voting District:
Enter the state code and district number of your congressional voting district. You can find this information on your voter registration card or at www.house.gov.
 - U.S. Citizen:
Only U.S. citizens are eligible for the Boren Scholarship.
 - Date of Birth:
Enter your date of birth. The number corresponding to the month of your birth should be first, then the date, and then the year.
 - Location of Birth:
Please enter the country and state in which you were born. If you are a naturalized U.S. citizen, please enter your home country.

- ***Naturalized Citizens***
 - Naturalized Citizens - If you are a naturalized citizen, you must complete all related fields. The naturalization number, in particular, must be included in order for your application to be considered.

Instructions for Section B—Academic Data:

- ***Current College/University***
 - Institution Information:
Choose the name of your current institution. The field of the institution state should populate automatically based on your institution after you click “save.” If there is a problem, please contact boren@iie.org. Please note that your expected graduation date should be later than the end date of your proposed program.
 - Fields of Study:
You may not be able to find the exact name of your major or minor in the application drop-down menu. Please select a choice as close to your degree as possible.
 - Campus Representative:
Please click on “Retrieve Campus Representative information” or save as these lines should populate automatically based upon your institution. You should contact this person on your campus as he/she has agreed to work with students on applications. If your institution does not have a [campus representative](#) or this person no longer works on your campus, please contact your study abroad office to request that someone in that office work with you on your application.
- ***Previous College/University***
 - Multiple Universities:
If you have attended more than two colleges or universities, please fill in the application with the most recent institutions attended, and provide hard copy, official transcripts for the last two years of academic study.
 - Institution Information:
The field of the institution state should populate automatically based on your institution after you click “save.” If there is a problem, please contact boren@iie.org. Please note that your expected graduation date should be later than the end date of your proposed program.
 - Fields of Study:
You may not be able to find the exact name of your major or minor in the application drop-down menu. Unfortunately, these fields cannot be changed. Please select a choice as close to your degree as possible.

Instructions for Section C—Other Academic Data:

- College Matriculation:
If your U.S. college or university has approved applying your academic credits towards an associate’s or bachelor’s degree, you are considered by Boren to be matriculated in a degree program. If you are not matriculated in a degree program, please DO NOT continue with this application.

- **Current Academic Data:**
Enter your GPA at your current institution along with the maximum possible GPA. Also select your current year in college as of the application deadline.
- **High School Academic Data:**
Enter the name of the high school from which you graduated and the corresponding information. If your high school used an alternative grading method, such as written evaluations, in place of letter grades, please forward your transcripts, and enter your GPA as "0.0" on a "0.0" scale.

Instructions for Section D—Foreign Languages:

Language Experience:

If you have studied or have knowledge of more than two languages other than English, please list those languages most relevant to your study abroad proposal, or those that demonstrate your capacity to learn and master foreign languages. You are encouraged to discuss additional language skills in your statement of purpose.

- ***Most Proficient Language Other than English***
 - Language: Please select the language in which you are most proficient other than English. If that language is not listed, please contact boren@ie.org.
 - Years of Study: Enter the number of years that you have studied this foreign language.
- ***Second Most Proficient Language Other than English***
 - Language: Please select the language in which you are most proficient other than English. If that language is not listed, please contact boren@ie.org.
 - Years of Study: Enter the number of years that you have studied this foreign language. Please see the Language Self-Assessment Guide before completing the competence section.

Instructions for Section E—Applicant Experience Abroad:

- **Type of Experience Abroad:**
In most cases, an organized study abroad program would fall under months studied, a vacation would fall under months traveled, and an extended stay, such as a military posting, would fall under months lived. Therefore, a month of travel following a month-long study program would NOT total two months lived.
- **Extensive Experience Abroad:**
If you have lived, traveled, or studied in more than three countries, please list the countries in which you have spent the most time, and those that may be relevant to your study abroad proposal. You are encouraged to give more in-depth information about the nature of your time spent in these or other countries in your statement of purpose.

Instructions for Section F—Proposed Study Abroad Programs:

- ***Preferred Study Abroad Program***
 - Name of Sponsor and Program:
Please see [Study Abroad Options](#). If your program name is not on the list, email boren@iie.org.
 - Overseas Institution:
Type in the name of the overseas college, university, or institution you will be attending.
 - Program Start and End Date:
If you do not know the exact dates, please pick approximate dates. **Programs may not begin before June 1, 2010 and may not exceed 12 months.**
 - Foreign Language:
Please enter the foreign language that you will study while abroad. If it is not on the list, please email boren@iie.org.
 - Language Flagship Enrollment Questions:
If you are in a Language Flagship undergraduate program, indicate yes, and select the appropriate institution. This applies even if you will not be studying on a Flagship program overseas.
- ***Estimated Costs for Preferred Study Abroad Program***
 - Estimate costs:
Please breakdown the costs of your study abroad program. If the study abroad program literature only provides a single cost figure, please contact the study abroad program directly for a list of costs. For further guidelines please see the [Budget Guidelines page](#).
- ***Alternate Study Abroad Program and Estimated Costs***
 - Alternate Study Abroad Program:
Enter all information for your alternate program, which should be in the same region and for the same language as your primary program

Instructions for Section G—Financial Aid:

- Financial Aid:
If you receive financial aid for the current academic year, please indicate the amount of aid received.

Instructions for Section H—Survey Data:

- Career Plans:
Indicate what general career field you plan to enter upon graduation and elaborate in the second question.
- Diversity Factors:
These questions are voluntary. Leaving these questions blank will not affect your application.

Instructions for Section I—Other Scholarship Funding:

Please indicate whether or not you plan to apply for funding from other scholarships.

Instructions for Section J—Statement of Purpose:

To save your work for later editing, click on Save, located periodically through the application and at the bottom of each page. You will be prompted for required fields if necessary.

- *Part One*
 - Statement of Purpose:
Please read the [Guidelines](#) for further instructions on this section. It is recommended that you compose and save your Statement of Purpose in a word processing program. Cut and paste the statements into the online application.
- *Part Two*
 - Study Abroad Program Description:
It is recommended that you compose and save your description in a word processing program. Cut and paste the statements into the online application.

Congratulations! You have completed your Boren Scholarship application!

Review Application

- To review and print a copy of your application before submitting, click on Review Application in the navigation bar to the right. Use your browser's print function to print.
- Read through your application and ensure that there are no errors.

Application Submission

- To submit your online application for review by your Boren campus representative, click on Submit Application in the navigation bar or on Submit Completed Application at the bottom of the last page of the application. Read the terms and click on I Agree/Submit. If any mandatory fields are missing, you must complete them before the application can be submitted.
- **NOTE: You will not be allowed access to your application after you have submitted it to your campus representative. Please make sure all information is correct before submission. You will also lose access to your application after the application deadline. Be sure that your application is submitted by then.**
- Submit the following supplemental hard copy materials to your Boren campus representative by your on-campus deadline: two reference forms, official, hard copy transcripts, one page study abroad program description, language forms, and letters of support for direct enrollment (if applicable). See the [How to Apply](#) page for further details.

For assistance with the online application, or questions about the Boren Scholarships, contact boren@iie.org or 1-800-618-6737.