



Boren Fellowship Online Application Instructions

1. Before starting the application, read the [how to apply](#) section of the Boren Fellowship application.
2. From the Boren Fellowship website proceed to online application login.
3. Click on User Registration. Your email address will be your User Name.
4. Create a password that contains at least eight characters, from at least three of the following categories: uppercase letters, lowercase letters, numeric, and non-alphanumeric characters. Choose a secret question and answer.

Instructions for Part I - Applicant Data

Part I includes nine separate tabs. You can proceed through the tabs by clicking on Save & Continue, or you can skip around by clicking on the tabs themselves.

Personal Data

- Questions 1-4 - Name:
Enter your complete and legal name.
- Questions 5-12 - Current Address:
- Questions 13-18 - Permanent Address:
Enter your permanent address. If it is the same as your current address, you may click "copy."
- Question 19 - Work Phone Number:
If you are currently employed, enter your work phone number.
- Question 20 - Email Address:
- Question 21 - Date of Birth:
- Question 22 - U.S. Citizen:
Indicate if you are a U.S. citizen. Only U.S. citizens may apply for the Boren Fellowship.
- Questions 23-27 - Naturalized U.S. Citizens:
If you are a naturalized U.S. citizen, you must complete this section.
- Questions 28-29 - Congressional Voting State and District:
Indicate the state and the number of your congressional voting district. This information can be found at www.house.gov.

- Questions 30-31 - Sex and Race/Ethnic Origin:
These questions are optional.

Click on Save & Continue to proceed to the next tab.

Program Information

- Question 1 - Program Abstract:
Enter a program abstract describing the program for which you are requesting Boren funding. The abstract should be no more than 900 characters, not including spaces.
- Question 2 - Program Composition:
Indicate if you are applying for Boren to fund you overseas, domestically, or both. For more information, please visit http://www.borenawards.org/boren_fellowship/budget.html
- Question 3 - Country:
Select your primary country of study.
- Questions 4-5:
If you will be studying in more than one country, choose yes and select the appropriate countries. Multi-country comparative studies must be well justified.
- Question 6 - Language:
Select your primary language of study.
- Questions 7-8:
If you will be studying more than one language, choose yes and select the appropriate languages.
- Question 9 - Academic Discipline:
Select the program discipline you will pursue while receiving Boren support.
- Question 10 - Degree Objective:
Select the degree you will be seeking while you are on the Boren Fellowship.
- Question 11 - Current Level of Study:
Select the degree that you are currently pursuing at the time of the application deadline. http://www.borenawards.org/boren_fellowship/budget.html.
- Question 12 - Proposed Overseas Affiliation Type:
Select your proposed type(s) of overseas affiliation(s).
- Question 13 - Proposed Overseas Affiliation Name:
Enter the name(s) of an institution or person(s) with which you might be affiliated while overseas. If this is unknown at the time of application, indicate so.
- Question 14 - Are you currently enrolled in a Language Flagship program?
Answer yes or no
- Question 15 - If so, which institution?
If you are enrolled in a Language Flagship program, select the appropriate program.
- Questions 16-17. Are you applying to the NSEP African Languages Initiative, and if yes, which program. See http://borenawards.org/boren_fellowship/african_languages.html for more information.

- Question 18 - Career Plan:
Indicate your career plan upon finishing your education. You should be more specific in the essay.
- List any descriptive information (specific job title or career choice) about your response to the previous question (limit to 100 characters).

Click on Save & Continue to proceed to the next tab.

Educational Background

List the requested information for up to four colleges and universities attended, starting with the most recent. If you have attended more than four, include the most important from which you received or are receiving a degree. Overseas institutions may not be included here. Official hard copy transcripts for all degrees earned or worked towards (including overseas institutions) must arrive at IIE by the application deadline.

- Question 1:
Select the institution you attended.
- Questions 2-3:
Indicate the date you began attending the institution. For your current institution, indicate your expected date of completion. For all past institutions, enter the date of completion.
- Questions 4-5 - Degree and Major:
Select the degree and major you were seeking while at that particular institution.
- Questions 6-7 - GPA:
Enter your GPA and the maximum GPA at that particular institution. If your institution did not have GPAs enter 0 for each record.

Click on Save & Continue to proceed to the next tab.

Relevant Employment History

List up to three relevant positions, starting with the most recent.

- Questions 1-3:
Enter the requested information for employer, location, and position.
- Questions 4-5:
Enter your approximate start and end date.
- Question 6:
Brief Description of Duties

Click on Save & Continue to proceed to the next tab.

Relevant Activities

List up to three activities, including volunteer and community service, which are most significant to your proposed program of study, starting with the most recent.

- Questions 1-2:
Enter the requested information for activity and location.

- Questions 3-4:
Enter your approximate start and end date.
- Question 5:
Enter any relevant comments.

Click on Save & Continue to proceed to the next tab.

Overseas Activities

List up to three relevant overseas activities.

- Question 1-6:
Select the country and the amount of experience in that particular country.

Click on Save. When you are done, click on continue to proceed to the next tab.

Honors and Awards

- Question 1-5:
Enter the names and dates of up to five academic, professional, and service honors and awards.

Click on Save & Continue to proceed to the next tab.

Other Information

- Question 1:
List up to five other fellowships you have applied for this year.
- Question 2 - How did you learn about the David L. Boren Fellowships?
Select from the drop-down menu.
- Questions 3-6 - Previous NSEP awards:
Indicate if you have previously won a Boren Scholarship or Fellowship, or a Flagship Fellowship. If you have, enter the year, country, and type.

Click on Save & Continue to proceed to the next tab.

Government Agencies and Offices of Interest

- Enter up to five government agencies and offices where you would like to work.

Click on Save & Continue to proceed to Part II.

Instructions for Part II - Program Proposal

Part II includes three tabs. You can proceed through the tabs by clicking on Save & Continue or by clicking on the tabs themselves.

Degree Program Information

- Question 1 - Graduate Degree Program:
Indicate the graduate degree program you are pursuing, or that you plan on pursuing when you enter graduate school.

- *Please answer question 2 or question 3*
 - Question 2:
If you are in graduate school at the time of the application deadline, select the correct institution.

 - Question 3:
If you are not enrolled in graduate school at the time of the application deadline, check the boxes of the institutions to which you have applied.

- Question 4 - Level of Study:
Indicate the level of study (master's, pre-dissertation, or dissertation) for the program or research project you plan to undertake with support from NSEP.

Click on Save & Continue to proceed to the next tab.

Essay Questions

Special instructions for this section:

- Enter the title of proposed program of study or research topic.
- Essays - The application includes three required essays.
 - Essays one and two should be no more than 6,000 characters, not including spaces.
 - Essay three should be no more than 3,000 characters, not including spaces.

- It is recommended that you compose and save your essays in a word processing program. Cut and paste the statements into the online application.

Click on Save & Continue to proceed to the next tab.

Language Self Assessment

- Question 1:
Select your native language

- Questions 2-4:
Assess your ability in the primary language you plan to study during the Boren Fellowship.

- Questions 5-16:
Assess your ability in any other languages you have studied or you speak. You may assess up to four more languages, if applicable.

Click on Save & Continue to proceed to Part III.

Instructions for Part III - Budget Forms

Part III includes three tabs. You can proceed through the tabs by clicking on Save & Continue or by clicking on the tabs themselves.

Budget Forms

- Questions 1-2
Enter your program start and program end date of your Boren-funded period of study. This should include domestic and overseas study. Your start date may not be earlier than June 1, 2011 or later than March 1, 2012.
- Questions 3-4
Enter the overseas start date and overseas end date of your Boren-funded period of study. The overseas start and end date must be the same as, or within, the total program start and end dates.
- Questions 5-6:
Enter the total duration of your domestic and overseas Boren-funded study. Your total overseas duration may not exceed 12 months and your total duration may not exceed 24 months.

Click on Save & Continue to proceed to the next tab.

Overseas Program Budget

Special instructions for this section:

- Visit http://www.borenawards.org/boren_fellowship/overseas.html for specific information about developing a budget.
- Enter the cost and description of each line item. If you do not need a particular cost covered, enter zero. If you know another award will be covering a particular cost, enter zero, and indicate which award is covering the cost.
- Overseas Budget Detail - . If your project includes research or an academic internship, please indicate further details of each line item. You may want to write this in a word processing application and cut and paste the details into the field below.

Click on Save & Continue to proceed to the next tab.

Domestic Program Budget

Special instructions for this section:

- Visit http://www.borenawards.org/boren_fellowship/domestic.html for specific information about developing a budget. Please note that the Boren Fellowship offers domestic language funding in limited cases.
- Enter the costs and descriptions of classes you are proposing that Boren fund. If you do not need a particular cost covered, enter zero.

Click on Save & Continue to proceed to submit application.

Instructions for Online Reference and Language Proficiency Forms

These forms are required for your application to be complete by the application deadline but, you can submit your online application before these are completed. You can go back and check these references after you have submitted your application.

The Boren Fellowship application requires that three letters of references be submitted by the application deadline. All references should be entered and submitted online.

In addition, the online application includes an optional language proficiency form. If you have not yet begun study of the proposed language, your application should not include the language proficiency form.

Remember to contact your referees and evaluators before entering them into the online system.

1. From the online application, proceed to Reference and Language Proficiency Forms, located on the left side navigation.
2. Click on Add New Reference
3. Complete Reference Information and click on Save Reference
4. Repeat these steps for your other two referees.
5. Select the referees' names and click on Send Referee Auto-generated email. The referee will then get an email from Boren with directions for completing the online reference.
6. Follow the same directions for the language proficiency form section of the page. Remember that you cannot enter a language evaluator until you have selected a language in the program information section of the application.
7. Periodically check your reference list to see if the referees have completed the reference. You may edit referee information any time before the reference has been completed. As the applicant, you are responsible for ensuring that all letters and evaluations are completed.

Submit Application

1. Before submitting the application, click on preview. Read through your application and ensure that there are no errors.
2. Proceed to submit application.
3. Read the agreement, and click on submit application.
4. If any mandatory fields are missing, you must complete them before the application can be submitted.
5. Remember that all online parts of the application must be submitted by 11:59 p.m. EST on February 1, 2011. This includes three online reference forms, the optional online language proficiency form, and the optional uploaded letter of affiliation. In addition, all official transcripts must also arrive at the below address by that date. See the [how to apply](#) section of the website for more information.

Boren Fellowships
Institute of International Education
1400 K Street NW, 6th Floor
Washington, DC 20005