



ORIENTATION HANDBOOK

A Guide for David L. Boren Fellows

Prepared by the
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INTRODUCTION

Congratulations on having been selected as the recipient of a National Security Education Program David L. Boren Fellowship for the study of less commonly taught languages and world regions. The National Security Education Program (NSEP) was established by the National Security Education Act of 1991, which created the National Security Education Board, the National Security Education Program, and resources to provide for undergraduate scholarships, graduate fellowships, and institutional grants. It is guided by a mission that seeks to lead in development of the national capacity to educate U.S. citizens, understand foreign cultures, strengthen U.S. economic competitiveness, and enhance international cooperation and security.

The Boren Fellowship is a unique opportunity for U.S. graduate students to study less commonly taught languages. Boren awards fellowships to American students for the study of world regions critical to U.S. interests, including Africa, Asia, Central and Eastern Europe, Eurasia, Latin America, and the Middle East.

Boren was designed to provide American graduate students with the resources and encouragement they need to acquire skills and experiences in areas of the world critical to the future security of our nation, in exchange for a commitment to seek work in the federal government. As students of other cultures and languages, Boren Fellows begin to acquire the international competence needed to communicate effectively across borders, to understand other perspectives, and to analyze increasingly fluid economic and political realities.

IIE has a few suggestions to assist you during this important time abroad. You may receive information from your home institution, host institution, and/or study abroad program provider, and we will try not to duplicate their orientation procedures. This booklet concentrates mainly on sources of information and helpful facts.

There is no real way that we can prepare you fully for life in a foreign country. Psychologically and culturally you will have to learn much yourself. The best preparation is to immerse yourself in the language, history, culture, and current events of your country of study. Magazines, books, and newspapers provide excellent information, as do nationals of the country in which you will be studying. Your study abroad office is an excellent resource. Your institutional or public library is another good resource, and much is available online. You should also seek out fellow students or professors who have visited or studied in the country and any of its nationals whom you can locate on your campus or in your community for advice and information. You may also contact the appropriate embassy, consulate, or tourist office, informing them that you will be a student in their country and requesting whatever background material they have for distribution. The U.S. Department of State's website, <http://travel.state.gov>, provides consular information sheets on countries throughout the world and is an invaluable resource for those planning to travel abroad.

In addition, as an American abroad you will probably be asked many questions about U.S. history, government, economics, culture, and current events. It is, therefore, wise to refresh your knowledge of the United States so that you will be able to present that information and experience articulately to those who ask. Please read this booklet thoroughly to answer the many questions you may have before you travel abroad. Also, please send your ideas for improvement to IIE, so that future Boren Fellows can benefit from your knowledge.

SECTION I. GRANT BENEFITS AND TERMS

Please refer to the *Terms and Conditions* (Form III) that was sent to you with your award packet, and that you signed and returned to IIE. These *Terms* define the specific benefits and responsibilities associated with your fellowship. This section provides further information.

Duration

Boren Fellowships provide support for overseas study, domestic study, or a combination of both. The minimum period of support is one semester and the maximum period for a combined domestic and overseas award is two years. In order to maximize the opportunities for language learning and cultural immersion, Boren promotes longer overseas study. Those awarded fellowships with less than a full year overseas may petition IIE for additional funds to complete a year abroad. All requests must be submitted no later than six weeks prior to the end date of the overseas component. IIE will review all requests, but extensions may be limited by available funding.

Program of Study

The Boren Fellowship is awarded to support the program of study described in your application. You may not alter your program of study without IIE's prior written approval. All program change requests must be made to IIE in writing.

Funding

Boren awards generally provide for the proposed cost of study, minus any other awards you may receive. Program costs covered by the Boren Fellowship include tuition, program and project expenses; living expenses; books and supplies; round-trip transportation on a U.S. carrier (for the overseas component); and insurance. Boren Fellowships cannot be used to support dependents.

Payment Schedule

Your payment schedule lists the amount of your fellowship and the timetable for award disbursements. General payment schedules are as follows:

- Fellows receiving funds for overseas study only will receive three disbursements if the program is less than six months and four disbursements if it is over six months. The first disbursement will be the largest.
- Fellows with domestic and overseas funding will receive four disbursements. The amounts will vary, depending on the duration and cost of each portion, as well as the order of domestic versus overseas funding. Please see your individual disbursement schedule for more information.

All payments will be made to the Fellow. Before departure, the Fellow must submit Form VI, which allows IIE to pay the Fellow via electronic fund transfer (EFT). The receiving bank account must be in the name of the Fellow and be at a U.S. bank. Payments will not be made until all required documents are submitted and the language pre-test is taken. A final payment of \$500 will be held until the Fellow completes the program of study, submits the final report, and completes the required language test. The Fellow will forfeit the final payment if the final report is not submitted or the language test is not completed within three months of the Fellow's proposed program of study end date, as defined on the Fellow's notice of award.

Travel

Boren Fellows are responsible for making all their own travel arrangements. All Boren Fellows must comply with the Fly America Act, which requires that all air travel supported by federal government funds be on U.S.-flag carriers. See Section V, *Travel* for further information on this requirement.

Insurance & Letter of Sound Health

Boren Fellows are responsible for securing health, accident, and repatriation insurance. Most study abroad programs and many programs for international students also require this insurance, and many programs may provide it to their students. Please note that this insurance requirement is different from that typically provided by regular domestic health insurance.

Fellows must provide IIE with a letter of sound health submitted by a qualified physician before departure. All Fellows assume complete responsibility for obtaining any vaccinations or tests that are recommended or required for entry into their chosen country of study.

Temporary Absence

Boren Fellows planning to leave the primary host country for extended periods of time (more than two weeks) should contact IIE in writing about their intended travel. All Boren Fellows should notify IIE, providing dates, the circumstances of the trip, and a contact number if possible, prior to leaving the country.

Deferrals

Boren awards can be deferred to another academic year only under extraordinary circumstances, and only with the written approval of IIE. Requests for deferral must be submitted to IIE in writing. Students requesting deferral must demonstrate that they will not graduate prior to the time that they will complete the proposed program of study.

Early Termination

A Fellowship recipient is expected to remain in the host country for the full term of his or her overseas program. In extraordinary cases, you may be permitted to terminate the program early, provided you submit a written request to IIE, and IIE approves the request. Early termination may result in a re-evaluation of the fellowship award. Please see the *Terms and Conditions* for more details.

Rights and Responsibilities

A person accepting a fellowship under the National Security Education Act of 1991, as amended, is not by virtue thereof an official or employee of the United States Department of Defense or other agency of the government of the United States of America, or of any agency of the government of the host country.

Boren Fellows may not serve as employees of the United States government at any time while they are receiving fellowship funds. Please see the *Terms and Conditions* for more details.

Boren Fellows must maintain the academic standards of their home and host institutions for the duration of their study program.

Boren Fellows are expected to obey the rules of their host institution or program of study and the laws of their host country, and are expected to maintain a code of conduct in keeping with the spirit and intent of the National Security Education Program, and which will contribute positively to the promotion of mutual understanding between the peoples of the United States and those of other countries.

Reports

Boren Fellows must submit brief periodic reports to IIE, as specified in the report schedule. Copies of report forms are available at http://www.borenawards.org/fellowship_report.html. Failure to complete reports on time may result in a delay of your fellowship disbursements. Your final payment will not be made until you complete your final report(s) and language post-test. Failure to complete these requirements within three months following completion of your proposed program of study will result in the forfeiture of this final payment.

Language Testing

Boren Fellows are required to complete both a pre- and post-program language test. The purpose is to evaluate the program only and will not be used to place students. Please see Section II, *Language Proficiency Testing*, for more details.

Service Agreement

All Boren Fellows must comply with the service agreement stipulated in the *Terms and Conditions, Addendum I*. Please see Section III, Service Agreement, for more details.

Travel Warnings

If a U.S. State Department Travel Warning is in place for the host country at the start date of the overseas component, Boren funds will only be activated if you sign a waiver stating that you understand the security risk involved with studying in that particular country. If a travel warning is issued for your country either before your program begins or while you are abroad, IIE will contact you to discuss your options. Please see <http://travel.state.gov> for a complete list of countries under State Department Travel Warnings. For certain countries, further restrictions may apply, including possible outright prohibition on using the Boren Scholarship in a particular country. In such cases, IIE will work with the Scholar to find an alternate program.

Taxes

Boren Fellowships may be subject to U.S. income taxes. As a Boren Fellow, you are responsible for checking your U.S. tax liability. You should consult with your local Internal Revenue Service representative regarding any questions pertaining to the financial provisions of the fellowship. IIE is not in a position to answer any questions regarding tax liability. However, there are permanent IRS offices located in many American embassies. If there is no IRS office at the U.S. embassy in your country and you have tax related questions, you may inquire at the nearest U.S. embassy or consulate about IRS “tax expert tours.” The IRS sends U.S. tax experts on assigned routes through a number of foreign countries each year during the period from January to June. All posts receive a copy of the tour schedule. Request the current schedule so you may determine when one of these IRS representatives will be traveling near you. IIE will not provide 1099 forms. Therefore, you should maintain accurate records of funds received and how they are expended.

The IRS issues many helpful publications pertaining to special circumstances and taxes. IRS Publication 970, <http://www.irs.gov/publications/p970/index.html>, “Tax Benefits for Education,” addresses tax issues related to fellowships that can be helpful when you prepare your federal income tax forms. Publication 54 “Tax Guide for U.S. Citizens and Resident Aliens Abroad,” and publication 463 “Travel, Entertainment and Gift Expenses” are also useful documents. To order these publications, call 800-829-3676. To receive more information on grants and taxes contact:

Internal Revenue Service
Taxpayer Services
1325 K Street, NW
Washington DC 20225
Website: <http://www.irs.gov>

SECTION II. LANGUAGE PROFICIENCY TESTING

All recipients of the Boren Fellowship are required to be tested for proficiency in the language to be studied both before and after the study abroad experience. This test does not have any effect on the status of your award (except for Spanish and French speakers). *It is not used as a measure of your academic progress and is for research purposes only.*

Who takes the test? All award recipients take a pre- and post-test. The only exceptions are for those award recipients who have had no previous experience in that target language, either inside or outside of the classroom and for those recipients whose target language is not offered by 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.

What is the test? Language proficiency testing will be conducted by Language Testing International (LTI), the exclusive licensee of the American Council on the Teaching of Foreign Languages (ACTFL). 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 ten proficiency levels, rather than against the performance of other individuals.

How does it work? LTI will conduct OPI tests over the telephone. It **MUST** be a land-based telephone; cell phones **may not** be used. A certified ACTFL language tester will conduct the exam that will last between 10 and 30 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, IIE will 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.languagetesting.com/scale.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 at the conclusion of your program. If you have no prior experience with the language or your language is not available, you must email IIE (boren@iie.org) 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 check.

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.

To register for a language test, go to: <http://www.languagetesting.com/IIE-NSEP>

Login: **IIE/NSEP** (case sensitive)

Password: **fellow** (case sensitive)

A few days after filling out the on-line registration form, you will receive a test confirmation email with the day and time of your telephone interview, as well as the phone number from which the tester will call you. Please confirm your appointment by return email. If for any reason you need to cancel and reschedule your interview, please send an e-mail to opi@languagetesting.com or call **1-800-486-8444 ext. 15 (or 0 for the operator.)** Please note: Failure to appear for the language test at the scheduled time will result in a reduction of your award.

SECTION III. SERVICE AGREEMENT

In accepting the Boren Fellowship, all award recipients agree to seek federal employment upon graduation according to the following conditions, terms, and requirements:

A. Conditions

1. The NSEP Service Requirement stipulates that an award recipient work in the Federal Government in a position with national security responsibilities. The Departments of Defense, Homeland Security, State, or any element of the Intelligence Community are priority agencies; any position in these agencies will fulfill the Service Requirement. If an award recipient demonstrates to NSEP that no appropriate position is available in one of these agencies, the award recipient must seek to fulfill the requirement in a position with national security responsibilities in any Federal department or agency. Approval of service outside of a priority agency is contingent upon satisfactory demonstration of a full and good faith effort in accordance with conditions established by NSEP. If an award recipient demonstrates to NSEP that no appropriate position is available in the Federal Government, the award recipient may petition NSEP to fulfill the requirement in an education position directly related to the language(s) or area(s) studied by the individual under NSEP support or to another language or area where the individual has demonstrated competency. The education option is available only after exhausting all opportunities to fulfill the requirement in the Federal Government over the course of at least 12 months in accordance with conditions established by NSEP.
2. The duration of the NSEP Service Requirement is equal to the duration of assistance provided under the program, but in no case less than one year of full-time employment or the equivalent.
3. The period to commence to fulfill the service requirement may begin at the conclusion of the NSEP-funded study, and ends no later than twenty-four (24) months after the date of graduation from or termination of the program of study for which the Boren Fellowship was awarded.
4. Boren Fellows must complete and submit a Service Agreement Report (DD Form 2753) to the NSEP Office three months after program completion and annually until the NSEP Service Requirement is satisfied or waived.
5. Deferrals of the NSEP Service Requirement will be considered on a case-by-case basis for Boren Fellows who pursue an advanced degree, and who demonstrate a commitment to sustain or advance their expertise in the language and/or geographic area for which the Boren Fellowship was awarded.

B. Terms and Requirements

1. In accepting this Boren Fellowship, I agree to the NSEP Service Requirement and will seek employment in the Departments of Defense, Homeland Security, State, or any element of the Intelligence Community. If I demonstrate to NSEP through a formal petition that no appropriate position is available in one of these agencies, I agree to seek a position with national security responsibilities in any Federal department or agency. If I demonstrate to NSEP through a formal petition that no appropriate position is available in the Federal Government, I agree to seek an education position directly related to the language(s) or area(s) that I studied under NSEP support or to another language or area where I have demonstrated competency.
2. In accepting this Boren Fellowship, I agree to make a full and good faith effort to seek Federal employment in positions for which I am qualified, based on my education and experience.

3. I will create and maintain an updated resume on the NSEPNET website, www.nsepnet.org, until my service requirement is satisfied.
4. I will seek job search assistance as needed during and after the Boren Fellowship from the NSEP Office.
5. I will document all my job search activities, including submission of formal job applications, through entries in my Job Search History Log located on the NSEPNET website, www.nsepnet.org.
6. I will submit the Service Agreement Report (DD Form 2753) annually to the NSEP Office to report on the status of fulfillment of my NSEP Service Requirement until the requirement is fulfilled per instructions in Section A.4.
7. I understand that I may be offered the opportunity to voluntarily participate in the security clearance process in order to facilitate employment in an area related to national security. I understand that undergoing this process does not guarantee a security clearance.

C. Deferrals, Extensions, and Waivers

1. I understand that I may request a deferral of the NSEP Service Requirement if I am enrolled in a degree program at an institution of higher education.
2. I understand that if I make a good faith effort to fulfill the NSEP Service Requirement and do not have an appropriate offer of federal employment, I may request an extension of one year to fulfill the NSEP Service Requirement.
3. I understand that I may request a waiver of the NSEP Service Requirement if special circumstances, such as a permanent physical or medical disability, prevent me from fulfilling the obligation and that final decisions on requests for waivers rest with, and are at the discretion of, the NSEP Director.
4. I understand that I must submit a Service Agreement Report (DD Form 2753) to the NSEP Office in order to request a deferral, extension, or waiver of the NSEP Service Requirement.

D. Repayment of Award

I understand that if, after a reasonable period of time, I fail to fully meet the requirements set forth in this document, I will be obligated to reimburse the U.S. Federal Government for the full amount of assistance provided by the David L. Boren Fellowship, plus interest.

Definitions

Award Recipient. An individual who receives a scholarship, fellowship, or EHLS award under the NSEP.

Boren Fellow. A graduate Boren Fellowship award recipient.

Boren Fellowship. A competitive award granted for graduate study under NSEP.

Boren Scholar. An undergraduate Boren Scholarship award recipient.

Boren Scholarship. A competitive award granted for undergraduate study abroad under NSEP.

Deferrals. Delay or postponement of obligations included in the Service Agreement.

English for Heritage Language Speakers (EHLS) Scholar. An EHLS Scholarship award recipient.

EHLS Scholarship. A competitive award granted to adult heritage language speakers for intensive English Language Study.

Extension. An authorized 1-year addition to the service deadline based on individual circumstances.

Federal Employment. Part-time, full-time, paid or unpaid work done for the U.S. Government.

Flagship Fellow. A Flagship Fellowship award recipient.

Flagship Fellowship. A competitive award granted to support advanced language training in a Flagship Program.

Good Faith Effort. Actions an NSEP award recipient must take to remain in good standing in fulfilling the NSEP Service Requirement: (1) Complete and maintain an updated resume on NSEPNET; (2) Document all job search activity including formal job applications through entries in the NSEPNET Job Search History Log; (3) Submit annual Service Agreement Reports (DD 2753) until the NSEP Service Requirement is fulfilled or waived; (4) Identify and apply for positions for which one is qualified in the priority agencies; (5) Seek to fulfill the requirement in a position with national security responsibilities in any Federal department or agency if he or she can demonstrate to NSEP that no appropriate position is available in one of the priority agencies; (6) Seek job search assistance when needed from the NSEP Office.

Intelligence Community. A group of executive branch agencies and organizations that work both independently and collaboratively to carry out intelligence activities necessary for the conduct of foreign relations and the protection of the national security of the United States.

Job Search History Log. An online log on NSEPNET (www.nsepnet.org) where NSEP award recipients document specific efforts to identify employment opportunities in the Federal Government that would fulfill the NSEP Service Requirement.

National Security. NSEP focuses on geographic areas, languages, and fields of study deemed critical to U.S. national security. It draws on a broad definition of national security, recognizing that the scope of national security includes not only the traditional concerns of protecting and promoting American well-being, but also the challenges of a global society, including sustainable development, environmental degradation, global disease and hunger, population growth, migration, economic competitiveness, and a broad range of other professional and academic fields.

National Security Education Program (NSEP) Office. The office within the Department of Defense established to administer the NSEP.

National Security Education Program (NSEP) Service Agreement for Scholarship and Fellowship Awards. An agreement signed by an NSEP award recipient to maintain satisfactory academic progress while receiving an NSEP award and work for the Federal Government for the specified amount of time. Also known as DD Form 2752.

National Security Education Program (NSEP) Service Agreement Report (SAR) for Scholarship and Fellowship Awards. Annual status reports submitted by the NSEP award recipient to the NSEP Office until all Service Agreement obligations are satisfied. Also known as DD Form 2753.

Priority Agency. An agency that is part of the Departments of Defense, Homeland Security, State, or any element of the Intelligence Community.

Security Clearance. A determination by the United States Government that a person is eligible for access to classified information.

Service. Work done to fulfill the NSEP Service Requirement.

Waiver. General relief or forgiveness, in whole or in part, of an obligation or obligations incurred through the Service Agreement.

SECTION IV. TRAVEL

Travel Regulations

As a Boren Fellow, you must fly round-trip on a U.S.-flag air carrier as far as possible to your final destination. This is a U.S. government regulation that applies to all Boren Fellows.

All air travel and all air shipments paid for from United States government funds must conform to the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), also known as the “Fly America Act.” This act requires that such travel and shipments be on U.S.-flag carriers where such service is available.

Required use of American Air Carriers

U.S.-flag air carrier service shall be used for U.S. government-financed commercial foreign air travel if service provided by U.S.-flag air carriers is available.

In determining availability of a U.S.-flag air carrier, the following scheduling principles shall be followed:

1. U.S.-flag air carrier service available at point of origin shall be used to destination or, in the absence of direct or through service, to the farthest interchange point on a usually traveled route.
2. When an origin or interchange point is not served by a U.S.-flag air carrier, foreign-flag air carrier service shall be used only to the nearest interchange point on a usually traveled route to connect with U.S.-flag air carrier service.

U.S.-flag air carrier service is considered available even though:

1. Comparable or a different kind of service can be provided at less cost by a foreign-flag air carrier;
2. Foreign-flag air carrier service is preferred by, or is more convenient for, the agency or traveler.

For travel between a gateway airport in the United States and a gateway airport abroad, passenger service by U.S.-flag air carrier shall not be considered available if:

1. The gateway airport abroad is the traveler’s origin or destination airport and the use of U.S.-flag air carrier service would extend the time in travel status, including delay at origin and accelerated arrival at destination, by at least 24 hours more than travel by a foreign-flag air carrier; or
2. The gateway airport abroad is an interchange point and the use of U.S.-flag air carrier service would require the traveler to wait 6 hours or more to make connections at the point, or if delayed departure from, or accelerated arrival at, the gateway airport in the United States would extend time in travel status by at least 6 hours more than travel by a foreign-flag air carrier.

For complete details on Fly America regulations, please visit:

http://acquisition.gov/comp/far/01-27/html/Subpart_47_4.html If you have questions please call 800-618-6737

Code sharing between U.S. and foreign carriers

A code share, an agreement between a U.S. and a foreign carrier(s), which allows for travel on a foreign flag carrier, is permissible, provided the traveler has been ticketed by the American flag carrier.

Baggage

You should check the baggage requirements with the airline(s) you are flying for restrictions and fees associated with baggage. Non-American carriers often have greater restrictions than American carriers. Therefore, if you can check your baggage through to your final destination, if changing to a foreign carrier, you should do so.

If you need to ship additional baggage, you should investigate various methods for shipping baggage abroad to ascertain which is most convenient and economical for you. There is a limit on the amount you may carry as accompanied baggage on a plane ticket without additional charge, but it is possible to ship baggage by airfreight, or to transfer your belongings via the international mails. There are limits on the size and weight of shipping cartons, however, and you should check with your local post office regarding restrictions.

It is a good idea to obtain baggage insurance unless you already hold a floater insurance policy covering pilferage, theft, loss, and damage. Baggage insurance can be obtained through most insurance companies, travel agencies, shipping companies, and airlines.

Be sure to check with the appropriate embassy or consulate on limitations on items that can be brought into the country. Each country has slightly different customs regulations, and you should have a definite picture of these requirements before you leave. This is especially true regarding computers and electronic equipment.

Passports

Your U.S. passport is the most valuable document you will carry abroad. It proves that you are an American citizen. Guard it carefully. Be leery of any facility (i.e., rental agency or accommodation) that requires or requests you to leave your passport with them or hold it for you in a secure place. You are the best safe keeper of your passport. If you lose your passport while abroad, report the loss immediately to the public affairs office or the American embassy. Carelessness has been found to be the main cause for loss or theft of a passport. Severe problems can arise abroad when a U.S. passport is lost or stolen.

U.S. citizens need passports to depart from or enter the United States, and to enter most foreign countries. With appropriate visas, the U.S. passport is acceptable in virtually all countries. To avoid delays, we recommend that you apply for your passport several months in advance of your planned departure, whenever possible. Demand for passports becomes heaviest between January and June and, consequently, service is slower. We suggest that you apply for your passport between July and December. However, even during these months, periods of high demand can occur.

Application for your first U.S. passport must be made in person at a U.S. Passport Agency, a federal or state courthouse, or a U.S. post office that accepts passport applications. If you have previously held a passport or need to renew your passport, you may apply for a new one through the mail. The mail application can be obtained from some post offices or from any U.S. Passport Agency, or online at http://travel.state.gov/passport/passport_1738.html.

Visas

A visa is an endorsement or stamp placed in your passport by a foreign government that permits you to visit that country for a specified purpose and a limited time- for example, a three-month tourist visa. In most instances, you must obtain necessary visas before you leave the United States. Apply directly to the embassy or nearest consulate of the country you plan to visit, or consult a travel agent. U.S. passport agencies cannot help you obtain visas. The fellowship does not provide for expenses related to any passport or visa fees. Be sure to inquire early whether or not you will need a visa to enter and remain in the country as a student, since this process can be time consuming.

International Student Identification Card (ISIC)

The ISIC costs \$22 and more than pays for itself in most countries with reduced admission to museums and cultural events, and travel discounts. Most tourist spots will NOT honor regular college IDs; therefore, it is important to purchase this ID before you leave. There is no age limitation to receive an ISIC as long as you are a full time student.

The ISIC is available through STA Travel (website at <http://www.sta.com>). You must provide proof of your student status by emailing a copy of one of the following to proof@statravel.com in order to obtain an ISIC: valid ID, current class schedule, or tuition receipt.

Other Documents

Be sure to bring with you any documents required by your home institution, host institution, or study abroad provider. You should also make sure that you bring with you this booklet, fellowship documents, including your payment and report schedules, and contact information for IIE should you have any questions about your fellowship while abroad.

It is a good idea to bring several passport-size photos of yourself when traveling abroad for a long period of time. The photos may be used for IDs, transportation passes, and souvenirs.

Other papers (and copies kept in a separate place) to bring with you:

- Birth certificate, for enrollment at universities and for identification in the event your passport is lost
- Driver's license (U.S. and/or International)
- Customs slips
- International Student Identity Card
- International travel tickets
- Insurance information
- Credit card numbers
- Proof of immunization (health record)

Safeguarding Your Valuable Papers

You should take a few precautions to safeguard your valuables and to assist you in the event of loss:

- Record all passport numbers in a separate but safe place in case your passport is stolen or lost.
- Take with you an extra set of passport-size photos.
- Photocopy your passport and any visas and leave one set of copies at home in the U.S. with a relative or friend. Take another set with you and keep them separate from your passport. Have several copies reduced and laminated in the event you are asked to show your documents to someone in the street. Never use your original passport as identification, except at your hotel or to officials in their office.
- Don't pack your passport in your luggage.
- Don't leave your passport in an unattended hotel room or with strangers.
- Carry your passport with you whenever possible.
- Carry a card with emergency numbers—

Local American Consulate Tel: _____ International Legal Defense Council Tel: _____ Overseas Emergency Contact Tel: _____

Consular Websites

The United States Department of State maintains a website at <http://travel.state.gov>, from which you can access a number of useful pages including consular websites and current information on such items as travel warnings, U.S. Customs, and many other topics.

Computers

Computer, internet, and email access vary from country-to-country. Internet and email access abroad can be costly and not as readily available as in the United States.

Each country has different regulations with regard to the importation of computers and peripheral equipment. If you plan on bringing this type of equipment with you, you should check with the embassy of your host country to determine the procedures that must be followed.

Here are a few more tips to keep in mind when you're traveling with a laptop computer:

- Insurance* Almost all homeowners' insurance policies do not cover laptop computers once they leave your home—few insure them in your home. If you are interested in insuring your computer there are options available. For example, Safeware (Tel: 800-848-3469) specializes in laptop computers, insuring just about all types of accidental loss or damage.
- Theft* A free service offered by the National Computer Exchange (NACOMEX) (Tel: 800-622-6639) can help if your laptop is stolen. You can register your laptop and serial number with the National Registry for Stolen Computers at no charge, whether or not it was purchased through NACOMEX. Listings are made available to other sales channels, authorized agencies, and law enforcement authorities in the effort to recover stolen property.
- Airports* According to airline officials and the FAA, the security equipment used by airports has no harmful effect on magnetic media. If you are still concerned about losing valuable data, you can request that the contents of your laptop case be hand searched. Make sure you allow extra time for this procedure, especially at overseas airports. Also, be sure that your laptop battery is charged so you can demonstrate to security personnel that you indeed have a working computer rather than a nefarious device.
- Customs* To avoid paying taxes and duties, proof of previous purchase is required. The best plan is to carry a copy of your purchase receipt. Be prepared to answer any questions

honestly. Upon your return to the United States, the copy of your purchase receipt will come in handy again.

The following is a reminder of what you may want to take while traveling with your laptop computer:

- U.S. to foreign AC plug adapter;
- Single-outlet surge suppressor;
- Extra, fully charged battery pack;
- Small, flat blade and Phillips-head screwdrivers (to be packed in your checked luggage);
- Long telephone line cord; phone line coupler;
- Back up recovery discs, software, and storage devices;
- Hard-disk locking software or device (a hard-disk security system designed to prevent unauthorized access to the laptop's hard disk).

Customs

Become familiar with U.S. customs regulations. Foreign-made personal articles taken abroad are subject to duty and tax unless you have acceptable proof of prior possession. Documents such as a bill of sale, insurance policy, jeweler's appraisal, or receipt for purchase may be considered reasonable proof of prior possession.

Items such as computers, watches, cameras, tape recorders, or other articles which may be readily identified by serial number or permanently affixed markings, may be taken to the customs office nearest you or your port of departure for registration before departing the United States. The "Certificate of Registration" provided will expedite free entry of these items when you return.

The precautions listed below will also make customs processing easier:

- Leave all medicines in their original labeled containers.
- If you carry medication containing a controlled substance, carry a doctor's certificate attesting to that fact. However, such a doctor's certificate may not suffice as authorization to transport drugs to all foreign countries. Be sure to bring prescriptions, showing generic names of medicines as well as brand names. To ensure that you do not violate the laws of your country of study (or one which you may visit), consult the embassy or consulate of that country for precise information before embarking upon your trip.

Purchases

Keep all receipts for items that you buy overseas. They will be helpful in making your customs declaration easier when you return to the United States.

Agricultural Products

There are very specific entry requirements for these items from most parts of the world. Fresh fruit and vegetables, meat, potted plants, pet birds, and other organic items are prohibited or restricted from entering the United States.

Travelers Tips on Bringing Food, Plant, and Animal Products Into the United States provides more information and is available free from the Animal and Plant Health Inspection Service, U.S. Department of Agriculture, 732 Federal Building, 6505 Belcrest Road, Hyattsville, MD 20782 or online at http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml

Wildlife and Wildlife Products

Be careful when buying articles made from wild animals or purchasing live wild animals to bring back to the United States as pets. Some items, such as those made from sea turtle shell, crocodile leather, ivory, or fur from endangered cat species, and many species of live animals cannot be brought into the United States legally. Government inspectors could confiscate your wildlife souvenirs, and you could face other

penalties for attempting to bring them into the United States. Do not buy wildlife or wildlife products if you are not sure of being able to bring them back into the country. A good source of information on this topic is *Buyer Beware*, available through the World Wildlife Fund, 1250 24th Street, NW, P.O. Box 97180, Washington, DC 20090 or online at

http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml

Lists of up-to-date references and materials on U.S. customs information are available free of charge from local customs officials, District Directors of the U.S. Customs Service, or the U.S. Customs and Border Protection, 1300 Pennsylvania Ave. NW, Washington, DC 20229. Call the U.S. Customs Service information line at 800-697-3662, or at www.cbp.gov for publication titles such as the following:

- *Know Before You Go*
- *Trademark Information For Travelers*
- *International Mail Import*

The U.S. Department of State provides general travel abroad information as well as country/region specific tips for U.S. citizens visiting the Middle East and North Africa, China, Russia, and other regions of the world. See http://travel.state.gov/travel/tips/brochures/brochures_1231.html for specific information. Other useful documents are available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401, or at <http://bookstore.gpo.gov>.

SECTION V. LIVING ABROAD

Adjusting to Living Conditions

We are including here statements from the reports of several recent Boren awardees regarding their experiences adjusting to life in their new surroundings. While some of these may seem out of the ordinary, they are more typical than you might think. You should consider reading books such as *Do's and Taboos Around the World*, by Roger E. Axtell, Editor, to get an idea of some of the cross-cultural issues you might face.

- *The most challenging part of adjusting has been not being able to assume things. The vast majority of your assumptions about daily life just don't hold up in another country. For example, in a large Japanese store each section (shoes, shirts, etc.) will have its own cash register. Anything you want to buy must be paid for at its particular section. My first shopping attempt was quite embarrassing, because I had picked up an item and began walking into another section only to have a worker chase me down and explain proper procedure.*
- *When I first came to Budapest, I noticed the aggression of people in the supermarket, and the inaccessibility of stores, pharmacies, and doctors on weekends. I now plan ahead for weekends, and see the supermarket crunch as a rush-hour behavior, and not as a personal insult.*
- *For Turks, feet are extremely dirty and showing someone the bottom of either your foot or shoe is the most extreme insult one can give . . . During the first week, we were invited to visit one of our host student's families for dinner. Following the dinner, we sat in their living room, and a student mistakenly, probably from jet-lag drowsiness, placed his feet upon their coffee table. While in America this would also be frowned upon and considered rude, in Turkey it carries extra weight and disrespect, and several tense moments ensued after the mother of the host family pulled the table out from under the student's feet and away from him.*
- *The simplest of tasks – buying a candy-bar, asking directions, etc. can be a huge pain at first. Nevertheless, it's just a matter of adjusting and figuring out how to do a certain task. And of course, to avoid pointing and grunting like a Neanderthal, you must learn the language, so that's not entirely bad!*

Foreign Laws and U.S. Citizens

When you are in a foreign country, you are subject to its laws. If you are unsure of how to act or respond in certain situations, play it safe and don't risk your safety. Deal only with authorized outlets when you exchange money and buy or sell traveler's checks and airline tickets. Do not deliver packages for anyone unless you are certain they do not contain drugs or other contraband. Become familiar with local regulations before you sell personal effects such as clothing, cameras, and jewelry.

Some countries are particularly sensitive about photographs. Refrain from photographing police and military installations and personnel; industrial structures, including harbor, rail, and airport facilities; border areas and, in the exceptional event that these should occur during your sojourn, scenes of civil disorder or other public disturbances. For more information on restrictions of this kind it is always prudent to check with the public affairs office, embassy staff, or a local police officer.

Strictly adhere to local laws. The penalties for breaking the law in a foreign country can be severe. Each year, 2,500 Americans are arrested overseas. According to the State Department, one third of these arrests are for drug-related offenses. Many Americans assume that they cannot get arrested for drug possession. In many countries, drug possession equals jail time. Remember that the U.S. government does not allocate funds for the legal fees of U.S. citizens in need of legal aid while traveling abroad. The diplomatic staff, however, can provide lists of local attorneys, even though they cannot serve as attorneys or give legal advice. The consular attorneys' lists, although carefully compiled, are drawn from local bar association lists and responses to questionnaires.

Consular officers will do whatever they can to protect your legitimate interests and ensure that you are not discriminated against under local law. But, they cannot get you out of jail. If you are arrested, ask for permission to notify the consular officer at the nearest U.S. embassy or consulate. Under international agreements and practice, you have a right to get in touch with the American consul. If you are turned down, keep asking—politely, but persistently. If unsuccessful, try to have someone contact the U.S. consul for you. If, for some reason, you have difficulties with local authorities, remember that you are subject to local laws. American citizenship does not confer immunity. Many U.S. citizens have found, to their horror, that U.S. diplomats are limited in what they can do when Americans abroad need legal aid.

Foreign Laws and Drugs

(From *Travel Warning on Drugs Abroad*, U.S. Department of State, Bureau of Consular Affairs)

If you are caught buying, selling, carrying, or using any type of drug—from hashish to heroin, marijuana to mescaline, cocaine to quaaludes—it can mean:

- Interrogation and delays before trial including mistreatment and solitary confinement for up to one year under very primitive conditions.
- Lengthy trials conducted in a foreign language, with delays and postponements.
- Two years to life in prison—some places include hard labor and heavy fines—if found guilty.
- The death penalty in a number of countries (especially in the Middle East and Southeast Asia).

If you are arrested on drug charges, the consular officer will do what he/she can. However, he/she cannot get you out of jail or out of the country. Don't be irresponsible and let your trip become a nightmare because of drugs (or any other illegal activity)! As stated above, many Americans are arrested abroad each year on drug charges. Don't let this happen to you! **Keep away from drugs** that you are not authorized to have, except by prescription.

Money and Banking: Foreign and American

Your payment schedule lists the amount of your fellowship and the timetable for award disbursements. See page Section I, *Grant Benefits and Terms* for a general payment schedule outline.

IIE will make your scholarship payments by electronic fund transfer. It is your responsibility to make the necessary arrangements with your bank for the transfer of your fellowship payments to your host country. Transfers usually take four or five days. You may wish to consider opening an account for check cashing or other financial transactions at a local bank upon arrival in your host country. Most U.S. embassies and consulates cannot cash checks for you. Be sure to find out about currency exchange rates and fees before a transaction takes place. They can vary widely depending on the establishment.

Many countries regulate the amount of local currency you can bring into or take out of the country. Other countries require that you exchange a minimum amount of currency. If you are planning to leave the United States with \$10,000 or more, you will require a special license from the Department of the Treasury. Check with the consulate or embassy of your host country before you go.

Try not to travel with large amounts of cash. Keep large bills out of sight. Do not go through your cash in public places, including the checkout counter of any shop. It is advisable to take with you in travelers checks (U.S. dollars or foreign currency) a sum sufficient to see you through the first few weeks in the host country. Travelers checks are the safest way to travel with a large amount of money. Some credit cards, such as the American Express Card, can be used worldwide in certain establishments. The convenience of the American Express Card for obtaining travelers checks, cash advances, etc. has proven to be invaluable for many students living in countries outside Western Europe. Visa and MasterCard are also widely accepted for general purposes and obtaining cash advances. You should check with the international division of such credit card companies to obtain specific information about credit card use and validity in your host country and other countries to which you may be traveling. It is important to let your credit card company know when and where you will be traveling to ensure that your card will be working when you need it.

Do not keep all your money in one place. This is good practice in case you or your home is robbed.

It is a good idea to always carry U.S. dollars with you when traveling, particularly in small denominations. U.S. dollars may come in handy in countries where dollars are unobtainable, or if you cannot change travelers checks. Please note that not all countries will accept travelers checks, so you should investigate this before you leave.

Also, be sure to change some dollars into the local currency of your host country before you depart. You may need local currency when you arrive for buses, taxis, phone calls, tips, accommodations, and other incidentals while you are settling in. While abroad, change your travelers checks only at reputable establishments such as a local bank, travel service (i.e., American Express, Thomas Cook) or official change agencies. Please note that services in foreign airports often are closed upon flight arrivals, and vending cash machines are limited abroad.

Housing/Living Accommodations Abroad

For some Boren Fellows, the host university will directly provide or otherwise advise on housing options. These options may include dormitories, private residences, or home stays with a local family. In most instances, however, you will have to find your own housing. For some students, it may be necessary for you to stay in a hotel for a few days until you find permanent accommodations. There are tourist information offices at most airports and railroad stations, which can assist you in finding a reasonably priced hotel.

Students who arrange their own housing usually stay in student housing or rent a room in a private home. If you arrange your own housing, you should have a clear understanding regarding what is included in the rent before you sign a lease, e.g., charges for services, light, heat, baths, and laundry.

Prior to returning home, make sure all of your personal affairs are in order abroad. Be responsible for your financial obligations to your host family, study abroad program, host institution, and friends.

Electrical Equipment

Most electrical equipment made in the U.S. will require transformers in order to be used abroad. Many former grantees advise against bringing electrical appliances that operate only at a voltage of 110–120 since, in most instances, these can be purchased at less expense than the transformers themselves. Also, if your transformer is not of high quality, it may ruin your equipment. Be especially careful of using transformers with computer equipment.

Mail

Mail sent to you abroad may be directed in care of the American Express Company, or the office of your overseas component until you have secured a permanent address. Notification should be sent in advance requesting mail be held for your arrival.

Cars and Driving

If you intend to operate an automobile abroad for an extended period of time, it would be wise to obtain an International Driving Permit (IDP) or an Inter-American Driving Permit (necessary for travel in/to Latin American countries). Since there are many gimmicks which over-charge people to obtain these relatively inexpensive permits, we suggest you contact your local AAA office or visit their website at <http://www.aaa.com>. The AAA can also supply the necessary information on insurance, customs duties, etc., even if you are not a member.

The issuance of the IDP is restricted to persons 18 years of age or older who hold a valid U.S. state or Territorial Driver's License. The IDP is valid for one year from the date of issue and is nonrenewable. It is important to note that your U.S. state or Territorial Driver's License must be carried with the IDP at all times. Through AAA, the permits cost \$10 each. You will also need two passport-size photos for the application process.

If your license is due to expire during your tenure overseas, it is advisable to renew it before departure, if this is possible in your state.

Be aware that in some countries it is dangerous to drive after dark, particularly as a foreigner. It is advisable to follow the advice of U.S. embassy personnel in this regard.

Photographs

We are very interested in receiving photographs from Boren Fellows while they are abroad. Action photographs that show interaction and engagement between you and the host community are especially welcome. Photographs taken in the classroom with host country students are particularly desired. We hope to use these photographs to promote the program on posters, brochures, and websites. If you are interested in sharing your experiences with other potential Boren Fellows, you can e-mail your digital photos to IIE at boren@iie.org. Whenever possible, please ensure that the digital photos have a resolution of at least 150 dpi. (The larger the better)

SECTION VI: SAFETY AND SECURITY

Be sure to register with the local American consulate or embassy and, if possible, request a security briefing by the embassy security officer.

Crime is a growing problem worldwide. You should be aware that in any of the countries to which you travel you could become a victim of crimes such as muggings, home invasions, robberies, pick pocketing, burglaries, sexual assaults, and beatings. There is no way to protect yourself totally from crime. However, the following tips may be helpful:

Safety Tips:

- Think of creating a protective barrier around yourself. Remain aware of your surroundings and alert to any changes in your surroundings. Do not become complacent in your routine. Routine allows criminals to case you and catch you by surprise. Places you go frequently, such as home and work, are referred to in security parlance as “choke points.” They provide criminals with the best opportunity to catch you with your guard down.
- Take control of your personal safety. Act under the assumption that you are on your own. Think about what you will do if caught in a bad situation. Envision the scenarios and your reactions.
- Inform yourself about parts of towns that local inhabitants consider risky; if you are out alone at night, avoid secluded, poorly lighted areas.
- Do not take valuable items with you. In the event that someone demands your wallet/purse or any other valuable, do not resist. Try to get a good description of the assailant(s). If attacked, escape. Do not stop.
- Do not use tear gas or rape whistles. They can be used against you.
- Overcome your training to be polite to strangers. You could be caught off-guard. In unfamiliar circumstances do not be overly approachable; be hard-boiled or standoffish if necessary. Females, in particular, should be wary of overly friendly males.
- Know how to use the phone system in the country in which you are traveling. Do not wait until an emergency comes along to figure it out.
- Learn how to improvise. You can use a needle and thread to make a webbing to hold your valuables behind a curtain in a hotel room. If you balance an ashtray on a windowsill, its fall will alert you to intruders.
- Door clubs can be useful for both the home and on the road when staying in motels.
- If driving, keep your car doors locked and suitcases out of sight.
- Do not walk to your car alone at night. If you see someone loitering near your car, walk away from the vehicle. If the loiterer remains after a few minutes, call the police.
- Separate your car keys from other keys to reduce the possibility that a household burglary will follow a car jacking. Do not leave your vehicle registration, driver’s licenses, or other documents with names and addresses in your car.
- When approaching a red light, leave space between your car and the vehicle in front of you so you can pull away if a gunman approaches.
- Be aware that pickpockets in crowds can be men, women, or children, operating alone or in groups. They may use any ploy to divert your attention while stealing your wallet or passport. Pickpockets haunt airports and train stations and ride public conveyances known to take tourists to popular visiting sites. In many cities, thieves on motorcycles may try grabbing your purse or package out from under your arm while you are walking on the street. If you decide to go to the beach, don’t relax completely: keep an eye out for robbers.
- Avoid political demonstrations of all kinds.
- Do not draw attention to yourself through dress or actions. Try to blend in.
- Be discrete with your money, passport, and travel documents. Do not take them out in crowded places, and be sure to keep them secure at all times.

- While in the host country, avoid tourist hangouts. Observe all travel and photography restrictions.

See Appendix I for a list of additional safety related resources available online.

SECTION VII. MEDICAL CONSIDERATIONS

Insurance

All Boren Fellows are required to obtain health, accident, and repatriation insurance for their overseas component. If the program of study does not provide this, the student must purchase and provide proof of such insurance to IIE. If you are submitting a letter from your insurance company, it must contain the following information:

1. proof of overseas coverage to include health, accident, and repatriation of remains;
2. the amount of coverage; and,
3. the dates of coverage.

Most programs of study require a similar level of coverage. Your domestic health insurance, while possibly providing some benefits to you while abroad, is usually not comprehensive, and cannot meet the requirements of the Boren program.

Immunization Information

Information on immunizations needed for overseas travel can be found at <http://wwwn.cdc.gov/travel/contentVaccinations.aspx>. Additionally, region specific immunization recommendations can be found at <http://wwwn.cdc.gov/travel/destinationList.aspx>

The International Travelers' Information Line at the Centers for Disease Control and Prevention offers information on diseases specific to international travel. The telephone number is 877-FYI-TRIP. To order written reports by fax, use 888-232-3299, website: <http://www.cdc.gov/travel>. Downloadable reports and fact sheets are also available from the Department of State's website at http://travel.state.gov/travel/tips/brochures/brochures_1215.html.

Health Care

Identify the location of medical facilities upon arrival in your country of assignment. Go to those places to familiarize yourself with their location, entrances, etc.

Should you become ill while you are abroad, you may contact the nearest U.S. embassy or consulate for a list of local doctors, dentists, medical specialists, and other sources of medical information. Consular officers cannot supply you with medication.

Take three to six months of your medical prescriptions with you. Take a good supply of medicines with you in your carry-on bag, as luggage is often lost. You should also bring spare glasses and contact lenses and necessary solutions. If you will be away from urban areas, you should be sure to bring remedies to treat your most common ailments.

Maintain a routine of physical activity while abroad. Physical activity is important for both physical and mental health.

Be aware of the possible differences in medical traditions in your host country. There are three distinct traditions: injection oriented, oral oriented, and suppository oriented. One American woman in francophone Africa went to the doctor and received a prescription for medication. She took one pill

twice a day with water for several weeks but did not improve. When she returned to the doctor, she discovered that the medication was a suppository. The moral of this story is twofold: **(1) make no assumptions; and (2) ask questions.** In some cultures asking questions may show a lack of trust on the part of the patient. However, you should ask anyway.

If you have allergies, reactions to certain medicines or other unique medical problems, consider wearing a “medical alert” bracelet and be certain that you take—and have readily available—copies of pertinent medical information with you. You should also bring your cleared health certificate and two copies of any important medical, dental, and inoculation records (or summaries): one for your new doctor and dentist and one to carry on trips. In an emergency such preparedness will aid medical professionals in assisting you quickly and efficiently.

The International Association for Medical Assistance for Travelers (IAMAT) is a nonprofit, worldwide association of English-speaking doctors that assists travelers in finding competent medical aid, for a reasonable prearranged fee, while in foreign countries. For further information and a list of recommended doctors throughout the world, contact:

IAMAT
1623 Military Road #279
Niagara Falls, NY 14304-1745
Tel: 716-754-4883
E-mail: info@iamat.org

Other potential hazards encountered abroad

Automobiles – The single greatest cause of injury and death to Americans abroad is automobile accidents. Please practice defensive driving and exercise caution as a pedestrian. Do not assume that there are commonly held laws or rules regarding driving practices. In many countries driving is completely non-regulated.

Carbon Dioxide – Make sure there is always ventilation when operating a stove or heater. For example, a common problem is a gas leak in the water heater; therefore, you should leave the bathroom door open when showering.

Dehydration – Avoid or minimize your intake of alcohol and caffeine. You should not be guided by how you feel, as people often lose their thirst mechanism when they become dehydrated.

Electricity – Be careful about handling non-grounded electrical equipment.

Parasites – Prepare food appropriately. In many countries, produce should be well-cleaned using Clorox or iodine solution. Soak the items for thirty minutes then rinse in pre-boiled water. Stay away from salads! Eat thoroughly cooked hot food. Make sure that water bottles are opened in front of you in order to verify that they are not refilled from the tap. Do not assume because you are in a hotel that the food is safe. Keep pre-boiled water in jugs in the refrigerator. Please note that filtering water does NOT clean it adequately. Two of the most common stomach parasites are giardia (characterized by sulfur burps and intestinal distress) and *D. fragilis*. Do not panic over diarrhea unless you see blood in your stools; then you should seek immediate assistance. In contrast, it can be extremely dangerous for a baby to have diarrhea for more than 24 hours.

Swimming – To avoid water parasites do NOT swim in fresh non-chlorinated water. Both still water (lakes) and running water (rivers) are hazardous. By using soap when taking a shower, the parasite risk is greatly reduced. Drowning, of course, is another potential water hazard.

Violence – Be aware of your environment and alert to changes in that environment. Always inquire with locals about the safety of an area. For example, women should be particularly careful to discern whether or not jogging is appropriate.

Additional Resources

The following publications and telephone hotline may also be useful:

- *Travel Healthy, The Traveler's Complete Medical Kit*. Dr. Harold Silverman. (New York: Avon Books, 1986) This book features information on common travel related ailments, required and suggested vaccines, foreign brand names of familiar drugs, and how to find a doctor in a foreign country. About \$4 in most bookstores.
- *Health Information for International Travel*. May be ordered by sending a check or money order for \$7.00 payable to the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20401 (Tel: 202-512-1800) and requesting publication S/N 017-023-00194-9. Publications may be ordered by fax at 202-512-2250.
- *Health Hints for the Tropics*. XIII Edition. This booklet provides medical advice about immunizations, malaria, traveler's diarrhea, and other health concerns for travelers in tropical regions. Available from The American Society of Tropical Medicine and Hygiene. Can be ordered from http://www.astmh.org/Health_Hints_for_the_Tropics/1574.htm. Cost: \$10.00; less for multiple copies.
- *Recommendations for the Prevention of Malaria Among Travelers*. Centers for Disease Control. MMWR 1990; 39 (no. RR-3): pp.1-10. MMWR is periodical published by the CDC and can be found at a good library. It is possible to get a subscription but not single issues.
- *Your Trip Abroad*. Superintendent of Documents, U.S. Government Printing Office (S/N 044-000-02335-1. Cost: \$1.25).
- International Society of Travel Medicine (ISTM), with 1800 members in 53 countries, is committed to the promotion of healthy and safe travel. ISTM advocates and facilitates education, service and research activities in the field of travel medicine. Among other internet listings is a directory of travel clinics operated by ISTM members.
ISTM
P.O. Box 871089
Stone Mountain, GA 30087-0028.
Tel: 770-736-7060
Fax: 770-736-6732
E-mail: istm@istm.org
- American Society of Tropical Medicine and Hygiene
E-mail: astmh@astmh.org
<http://www.astmh.org>, updated daily, with a link to a travel clinic directory, containing individual country profiles, a travel medicine provider listing and other travel information.

See Appendix I for a list of additional health related resources available online.

SECTION VIII. The Language Flagship Fellowships

NSEP supports long term cultural and language immersion. Fellows who have reached the ACTFL “Advanced” level (ILR level 2) in Arabic, Korean, Mandarin, or Persian are encouraged to apply for a Flagship Fellowship. The Language Flagship is designed to train participants to reach professional working proficiency in the target language (ACTFL “Superior” level / ILR level 3).

Flagship Fellowships program participation in a graduate Flagship program are awards that provide support for academic expenses directly associated with program participation in a graduate Flagship program. The first year of the program is arranged for domestic study at designated Flagship institutions. The second year supports an overseas immersion program, managed and designed by the domestic Flagship Programs. Potential Flagship Fellowship applicants must submit a Fellowship application to IIE as well as a separate admissions application to the Flagship institution(s) of interest.

Boren Fellows who also receive a Flagship Fellowship will enter into an additional service requirement. Boren Fellowships and Flagship Fellowships cannot be held concurrently.

SECTION IX. PROGRAM ADMINISTRATION

The National Security Education Program

The National Security Education Program was established by the David L. Boren National Security Education Act of 1991, which created the National Security Education Board, the National Security Education Program, and resources to provide undergraduate scholarships, graduate fellowships, and institutional grants. It is guided by a mission that seeks to lead in development of the national capacity to educate U.S. citizens, understand foreign cultures, strengthen U.S. economic competitiveness and enhance international cooperation and security.

Program policies and direction are provided by the 13-member National Security Education Board. Congress has mandated that the Board be comprised of seven senior federal government officials, most of Cabinet rank, and six individual citizens appointed by the President of the United States and confirmed by the Senate. The Board determines critical areas the program should address and recommends criteria for the awards. Day-to-day operations are supported by the National Security Education Program Office, an office within the Department of Defense.

The Institute of International Education (IIE)

Since the program's inception in 1994, the Institute of International Education (IIE) has been responsible for implementing all aspects of NSEP's David L. Boren Scholarships for undergraduate students. Since 2006, IIE has also administered the National Security Education Program David L. Boren Fellowships for graduate students and The Language Flagship programs. IIE is a not-for-profit organization dedicated to building international goodwill through educational and cultural exchange among nations. By enabling more than 18,000 outstanding men and women each year to study, conduct research, receive practical training, or provide technical assistance outside their own countries, IIE fosters mutual understanding, builds global problem-solving capabilities, and strengthens the international competence of U.S. citizens.

National Security Education Program
Institute of International Education
1400 K Street, NW, 6th floor
Washington, DC 20005-2403
Telephone: 1-800-618-NSEP or (202) 326-7697
Facsimile: (202) 326-7672
E-mail: boren@iie.org

APPENDIX A. CHECKLISTS

USEFUL ITEMS TO BRING

- Address book
- Digital Camera (*take great pictures and share them with us!*)
- Can opener
- Clothes that don't wrinkle or show dirt
- Combination bike lock
- Comfortable shoes; flip-flops for public showers
- Contact lens fluid (bring a lot—it may not be available abroad)
- Credit cards
- Daypack for short trips
- Dental floss
- Extra change
- Extra passport-size photos for passes and ID cards
- Eye blinds
- Favorite soap
- First aid kit
- Flashlight and batteries
- Hang-around-the-neck money belt
- Insect repellent
- International currency converter; pocket calculator
- Laundry detergent
- Lightweight journal
- More underwear and socks, fewer other clothes
- Phone numbers (phone card)
- Pictures of family, friends, and pets
- Small gifts for local people who help you
- Sewing kit
- Sleep sack for hostels
- Small battery powered alarm clock
- Sunglasses/sun block/sunscreen
- Toilet paper (or travel packs of tissues)
- Travel guide books (*Let's Go...* is especially good for students)
- Travelers checks
- Portable music player
- Ziplock plastic bags (to keep things dry)

BEFORE YOU GO

Prior to departing the United States, make two photocopies of the following:

- The entire contents of your wallet
- Your passport (give yourself at least six months before you leave to place your order)
- Medical prescriptions (including generic drug names)
- All travel tickets
- Hostel and other identification cards
- Travelers check numbers

Leave one copy with someone in the United States and carry the other copy separately from your money belt. Make reduced but legible copies to decrease the amount of paper you have to carry.

Also, leave the number of the State Department's Citizens Emergency Center (202-647-5225) with your relatives for use in the event of a natural disaster or other disruption to normal life in your host country.

FINAL STAGE

PREPARING TO TRAVEL

- Passport (that will remain valid)
- Visa applications
- Travel and arrival itinerary left with IIE and with family
- Change of address forms sent to banks, insurance company, etc.
- Completed Power of Attorney forms
- Absentee ballots for Americans overseas (seek assistance through Congressional representative)
- Driver's license that will not expire. Check on possibility of renewals from overseas
- International driving permit
- Blank check supply (DO NOT send them; carry them)
- Tax forms (federal, state, municipal)
- Insurance
- Travelers checks and/or cash
- Cancel subscriptions to newspapers and magazines

PACKING

- Check with airlines about weight allowances versus allowance by size of suitcases. These allowances vary between countries
- Buy supplies for future needs (medications, optical supplies)
- Inoculations and immunizations

MISCELLANEOUS

- Note in passport serial number/model of camera/other equipment
- Inquire whether there are camera use courtesies/regulations in your host country
- Select items to be part of carry-on baggage in event of layovers
- Know regulations on use of American flag carriers, generally, and for unplanned and personal stopovers

APPENDIX B. NSEPNET

As a Boren Fellow, 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. Twelve (12) months prior to your expected graduation date, you must post and activate your resume on NSEPNET. For further information on the service requirement, *The NSEP Service Agreement for Scholarship and Fellowship Awards* and Addendum I, *Service Agreement*.

I. To Log On

1. Log onto NSEPNET at **www.nsepnet.org**
2. Click “Sign In” under “Scholars and Fellows”
3. Enter your first name, middle initial (no period after the initial), last name, and PIN (Your PIN is the last four digits of your Social Security number). If you did not provide your middle name in your application, then this field will be blank. You may change your PIN after you log on.
4. Click “Submit”

II. To Verify Personal Information

You are required to verify your personal information (including: address, phone, and e-mail) in order to receive your first scholarship disbursement.

1. Log on, per instructions in section I.
2. Click “Resume Builder Page” under “My Resume”
3. Select “General Information”
4. 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).
5. **Put a check in the box after “I have verified the basic data listed above” by clicking in the box.**
6. Click “Submit General Information” by scrolling down to the bottom of this page.

III. To Enter and Activate Resume Information

You are required to enter and activate your resume at least twelve (12) months prior to anticipated graduation.

1. Log on, per instructions in section I.
2. Click “Resume Builder Page” under “My Resume”
3. Select “General Information”, make any additions/corrections, click “Submit General Information”
Note: As a Boren Fellow, you receive a life-long NSEPNET email address. This email address is for internal use only; do not list it on your NSEPNET resume or any other resume. Only authorized users may send email to this address. It is configured to forward to the email account designated in this section of your online resume. The email account will be firstname.lastname@nsepnet.org
4. Select “Education Information”, make any additions/corrections, click “Submit Education Information”
5. Select “Experience Information”, make any additions/corrections, click “Submit Experience Information”
6. Click “View/Print/Download Resume”
7. Review resume for accuracy and make any changes by following the steps above.
Note: Do not proceed until your resume is complete. The next steps allow hiring officials to see your resume.
8. On the Resume Builder Page, click “Activate and Deactivate your resume” under Resume Activation.
9. Select “Yes-Activate”
10. Click “Update”
Note: You should update your resume frequently after activation.

IV. To Update Job Search History Log

To be considered for a full and good faith effort, you must document all job search activities

1. Log on, per instructions in section I.
2. Click “Job Search History” under “My Job Search History”
3. Follow instructions given on updating an existing entry or documenting a new entry.

APPENDIX C. COMPARATIVE WEIGHTS AND MEASURES

The following may be useful to you to better understand the metric system and to make conversions.

Linear Measure

1 inch = 2.54 centimeters
 1 foot = 12 inches = 30.48 centimeters
 1 yard = 3 feet = 36 inches = 91.44 centimeters
 39.4 inches = 1 meter
 1 mile = 5,280 feet = 1.609 kilometers
 To approximately convert miles to kilometers, multiply the mileage by 1.6

Liquid Measure

1 cup = 8 ounces = .2356 liters
 1 pint = 2 cups = .473 liters
 1 quart = 2 pints = 4 cups = .946 liters
 1.057 quarts = 1 liter
 1 gallon = 4 quarts = 3.785 liters

Weight

1 ounce = 28.35 grams
 1 pound = 16 ounces = 454 grams
 1 ton = 2,000 pounds = .907 metric tons
 2.2 pounds = 1 kilogram

Surface

10.8 square feet = 1 square meter
 1 square foot = 0.093 square meters
 1 acre = 100 square meters

Temperature

To convert Fahrenheit to degrees Centigrade, subtract 32 from the F measure, multiply the result by 5 and divide by 9.

To convert Centigrade to Fahrenheit, multiply the C measure by 9, divide by 5 and add 32 to the result.

Oven Temperatures

Degrees F.	Degrees C.
475	240
450	230
425	220
400	200
375	190
350	180
325	170
300	160
275	150
250	140

Thermometer Readings

Degrees F.	Degrees C.
100.4	38
95	35
86	30
77	25
69.8	21
50	10
41	5
32	0
23	-5
14	-10
5	-15
-3	-25

APPENDIX D. CLOTHING AND SHOE SIZE EQUIVALENTS

Clothing and shoe size equivalents are different in many countries from those in the United States. The following is a list indicating these differences:

WOMEN'S SIZES

Misses' dresses, coats, suits:

U.S.	6	8	10	12	14	16
U.K.	8	10	12	14	16	18
Other	36	38	40	42	44	46

Junior dresses, coats, suits:

U.S.	7	9	11	13	15
Other	36	38	40	42	44

Ladies' hosiery:

U.S.	8	9	10	11
Other	0	2	4	6

Ladies' shoes:

U.S.	6	6½	7	7½	8	8½	9
U.K.		5		6		7	
Other	37	38½	39	39½	40	40½	41

MEN'S SIZES

Men's suits, overcoats, sweaters:

U.S. and U.K.	32	34	36	38	40	42	44	46
Other		42	44	46	48	50	52	54

Men's Dress Shirts:

U.S. and U.K.	14	14½	15	15½	16	16½	17
Other		36	37	38	39/40	41	42

(Most sweaters and sport shirts are usually marked small, medium, large, and extra large)

Men's Shoes:

U.S.	7½	8½	9½	10	10½	11½
U.K.	6½	7½	8½	9	9½	10
Other	40	41	42	43	44	45

APPENDIX E. USEFUL INFORMATION TO KEEP ON HAND

Social Security Number:

Passport Number:

In an emergency contact:

Name:

Relationship:

Address:

Phone Number:

Emergency Medical Information:

Medical Insurance Company:

Medical Insurance Policy Number(s):

Blood Type:

Allergies:

Other Critical Medical Information:

Other Important Information:

Credit Card Numbers:

Credit Card Company Emergency Numbers:

Driver's License Number:

Checking Account Number:

Other:

APPENDIX F. A LETTER FROM THE BOREN FORUM, NSEP'S ALUMNI ASSOCIATION

Dear Boren Fellow,

Congratulations on winning one of the most prestigious awards in the U.S. to study abroad – the David L. Boren Fellowship. You have demonstrated academic excellence, a keen interest in foreign languages and cultures, and a commitment to civil service. These qualities will serve you well in life and in your career.

Students like you have been awarded Boren Scholarships and Fellowships to study abroad since 1994. Through alumni initiative these bright students organized to form an organization for NSEP award recipients – The Boren Forum.

The Boren Forum is a 501(c)(3) nonprofit organization operated by a Board of Directors made up of NSEP alumni. Our mission is to promote the educational, social, and career development of NSEP Scholars and Fellows upon their return to the United States, and to enhance and expand public service opportunities through mutually beneficial partnerships among alumni and other organizations.

By joining the Boren Forum you will link into an extensive network of more than **1,700 members** from **49 states**. We have studied in more than **100 countries** and speak **80 languages**. Our combined experience in academia, the federal government and the private sector is both inspiring and invaluable.

The Boren Forum provides numerous opportunities to reach out and network with Boren alumni. We host monthly social gatherings, lectures by federal employers, and such special events as BBQs, breakfasts with leaders in government, and private tours of the Pentagon and the National Security Agency Cryptology Museum. We also organize an annual Job Fair with federal contractors in September and have held recruitment panels focusing on careers in the Intelligence Community in 2009 and on International Development in 2010. Our online message board at www.borenforum.org/forums provides a space for you to ask questions, discover interesting job announcements, and communicate with alumni across the country or around the globe. Boren Forum members may also join our LinkedIn group.

To **become a member**, please visit our website at www.borenforum.org and click on “Become a Member” (under the “Contact” menu). Fill out the brief form and choose a username and password to access the forums on the website. As a member you are entitled to job notices, Boren Forum updates, newsletters, invitations to social events and speaker panels, an online message board, and more. **Membership is free, so join now!**

The Boren Forum is eager for you to join and share experiences that enrich your life, expand your horizons, and increase your international awareness. Congratulations again on your achievements, and have a great time overseas. We hope to see you when you return.

Cordially,

The Boren Forum Board of Directors

APPENDIX G. SHORT TERM INSURANCE POLICIES FOR EDUCATIONAL EXCHANGE PARTICIPANTS

ALL ABOARD BENEFITS

6162 E. Mockingbird Lane #104
Dallas, TX 75214
Phone: 800-462-2322
214-821-6677
Fax: 214-821-6676
E-mail: sales@allaboardbenefits.com
Website: <http://www.allaboardbenefits.com>

THE GATEWAY PLANS

Gateway Plan Administrator
Seabury & Smith
1255 23rd Street, NW
Washington, DC 20037
Phone: 800-282-4495
202-367-5097
Fax: 202-367-5076
E-mail: gateway@marshpm.com
Website: <http://www.gatewayplans.com>

THE HARBOUR GROUP

P.O. Box 998
25 East Central Avenue, Suite #4
Springboro, OH 45066
Phone: 800-252-8160
937-748-5200
Fax: 937-748-5208
E-mail: info@hginsurance.com
Website: <http://www.hginsurance.com>

HTH WORLDWIDE INSURANCE SERVICES

One Radnor Corporate Center, Suite 100
Radnor, PA 19087
Phone: 800-242-4178
877-424-4325
Fax: 610-254-8797
E-mail: studentinfo@hthworldwide.com
Website: <http://www.hthworldwide.com>

INTERNATIONAL EDUCATIONAL EXCHANGE SERVICES (IIES)

202 East State Street, Suite 502
P.O. Box 370
Ithaca, New York 14850
Phone: 866-433-7462
607-272-2707
Fax: 607-272-2703
E-mail: admin@iees.com
Website: <http://www.foreignsure.com>

THE INTERNATIONAL STUDENT ORGANIZATION IN AMERICA (ISOA)

250 West 49 Street, Suite 806
New York, NY 10019
Phone: 800-244-1180
Fax: 212-262-8920
E-mail: mailbox@isoa.org
Website: <http://www.isoa.org>

INTERNATIONAL SOS

Website: <http://www.intsos.com>

LIAISON INTERNATIONAL

Seven Corners, Inc.
303 Congressional BLVD
Carmel, IN 46032
Phone: 800-335-0611
317-575-2652
Fax: 317-575-2659
Website: <http://www.sevendcorners.com>

NEW ENGLAND BENEFIT SERVICES

International Medical Group (IMG)
407 North Fulton Street
Indianapolis, IN 46202
Phone: 800-628-4664
317-655-4500
Fax: 317-655-4505
E-mail: insurance@imglobal.com
Website: <http://www.nebenefitservices.com>

TRAVEL INSURANCE SERVICES

2950 Camino Diablo, Suite 300
Walnut Creek, CA 94597-3991
Phone: 800-937-1387
925-932-1387
Fax: 925-932-0442
E-mail: webinfo@travelinsure.com
Website: <http://www.travelinsure.com>

WALLACH & COMPANY, INC.

107 W. Federal St.
P.O. Box 480
Middleburg, VA 20018
Phone: 800-237-6615
540-687-3166
Fax: 540-687-3172
E-mail: info@wallach.com
Website: <http://www.wallach.com>

APPENDIX H. ADDITIONAL ONLINE RESOURCES

Boren Program Administration

Institute of International Education (IIE)

<http://www.iie.org/>

General Travel/Education Abroad Links

“It’s Your World” -- IIE’s handbook for students going abroad

<http://www.iiepassport.org/>

The U.S. Department of State’s Travel Information Page

<http://travel.state.gov/>

Resources for U.S. Students Abroad from the U.S. Department of State

<http://exchanges.state.gov/globalexchanges/index/educationusa.html>

The U.S. Department of State’s “Background Notes” on countries around the world

<http://www.state.gov/r/pa/ei/bgn/>

The CIA’s “The World Factbook”

<https://www.cia.gov/library/publications/the-world-factbook/>

Health and Safety Abroad Links

“Study Abroad Student Handbook,” Loyola Marymount University

<http://www.studentsabroad.com/index.html>

Travel Warnings and Consular Information Sheets from the U.S. Department of State

<http://travel.state.gov/travel>

The Centers for Disease Control and Prevention’s Traveler’s Health Page

<http://www.cdc.gov/travel/>

The World Health Organization’s Website

<http://www.who.int/>

Security Tips for Travelers, from the Federal Aviation Administration

<http://www.tsa.gov/travelers/index.shtm>

Tax and Customs Information

Internal Revenue Service

<http://www.irs.ustreas.gov>

Customs Regulations

<http://www.cbp.gov/>

INSTITUTE OF
INTERNATIONAL
EDUCATION

Institute of International Education
1400 K Street, N.W., Suite 650
Washington, D.C. 20005-2403