



## 2021 Boren Scholar and Fellow In-Program Checklist

All Boren Scholars and Fellows must fulfill certain in-program requirements once your overseas program has begun. Failure to complete your in-program requirements may result in delays with your scheduled disbursements. As a reminder, all Boren required documents should be submitted through the [Self-Service Portal](#) by the due date indicated below. **If you are unable to upload your documents into the Self-Service Portal or are concerned about due dates, please email your [respective Boren advisor](#) or call 1-800-618-NSEP (6737).**

### For Overseas Programs (Scholars and Fellows)

**Physical Residence** (due 2 days after arrival in country)

- This is your [personal overseas residence contact information](#). For this address to be valid, you must include your local phone number, complete street address of where you are physically residing and a valid start and end date.
- Your residence information will be used for emergency purposes only. Mailing addresses or P.O. boxes will not be accepted.
- Review the [instructions](#) on how to enter information in the portal.
- Please be sure to update your physical address if you move residences during your overseas program. It is imperative that we have your most up-to-date information as we will use this to contact you in case of emergency.

**Initial Program Report** (due 30 days after the start of your overseas program)

- Complete the survey by [clicking here](#).
- Download a PDF of your responses at the end, and submit the PDF on the Boren portal. **Do not skip this step**; doing so will prevent your Boren advisor from being notified your report is completed and needs review.

**Mid-Term Program Report** (due midway through your overseas program)

- Complete the survey by [clicking here](#).
- Download a PDF of your responses at the end, and submit the PDF on the Boren portal. **Do not skip this step**; doing so will prevent your Boren advisor from being notified your report is completed and needs review.

**Updated Return Ticket** (due dates will vary by program length)

- Summer only – should be submitted as part of your pre-program requirements.
- Semester – should be submitted by your second disbursement.
- Yearlong – should be submitted by your second to last disbursement.
- If you initially submitted a roundtrip ticket and there are no changes to your flight, no need to resubmit in the portal.