Welcome Message

Dear Boren Scholars and Fellows,

Congratulations on being awarded the prestigious David L. Boren Scholarship or Fellowship! You join the thousands of Boren awardees who, for 30 years, have been studying critical languages in countries important to U.S. national security. Since its establishment from the National Security Education Act of 1991, the Boren Awards have supported over 7,000 Boren Scholars and Fellows in their language and culture study of regions critical to U.S. interests. The skills and experiences you will acquire will help prepare you to communicate effectively across borders, understand different perspectives and cultures, and gain a better understanding of this increasingly connected world.

The Boren Advising Team is here to assist and support you through your program experience. This handbook is not intended to replace your own program’s guidelines and travel tips but rather to assist and guide you through the policies and rules of the Boren Awards. As recipients of federal government funding, you are subject to certain rules and laws, and this handbook is designed to help you understand them. We have also incorporated best practices and advice that past awardees have found useful in areas such as overseas preparation, budgeting, and travel safety.

As a Boren Scholar or Fellow, you are required to read this handbook in its entirety. Please take the time to carefully review the material provided here and use it as a resource for any questions you may have about the Boren Awards. Your IIE Boren advisor is also available to answer any questions or concerns you may have throughout your Boren-funded program.

We look forward to working with and supporting you throughout your Boren experience.

Sincerely,

Boren Advising Team

IIE • Institute of International Education
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Getting Started

Boren Program Staff
From the moment you receive your Boren award notification through the end of your Boren-funded program, the team at the Institute of International Education (IIE) will help prepare and support you. Your IIE Boren advisor is your first point of contact for all things related to your Boren award, and we are always ready to assist you and answer your questions! Feel free to send us an email or give us a call at 1-800-618-NSEP (6737).

Pre-Program Requirements and Self-Service Portal
As a Boren Scholar or Fellow, you are required to submit documents to the Boren Awards team, most of which will need to be submitted before your first disbursement can be released. Please thoroughly read the Pre-Program Checklist for full details. Required documents must be submitted to the Boren Self-Service Portal (SSP). Details on how to access the SSP can be found here. In all cases, we aim to be flexible with document submission, but ask that grantees plan to have all pre-program documents ready 4-6 weeks prior to their program start dates. If you have any questions or anticipate any issues, please reach out to your Boren advisor.

Receiving Funding through IIePAY
Once all pre-program documents are completed, IIE distributes payments electronically to Boren Scholars and Fellows through IIePAY. Boren allocates the award amount across 3-5 disbursement periods, and the first disbursement is typically released in the month prior to your overseas departure. You may find a copy of your individualized disbursement schedule in the Boren SSP.

You will receive an email from Bank of America (payments@ealerts.bankofamerica.com) when the funding is available – please check your spam/junk folder as it may end up there. Follow the one-time registration instructions and the money will be transferred directly into your bank account through Zelle. If you have any questions about this process, please visit our IIePAY FAQs.

Registering Your Trip with International SOS (iSOS)
It is critical that your overseas itinerary is registered with International SOS (iSOS) – more details on this platform can be found in the Health and Safety section below. Once your departure date and flight information are finalized, please register the itinerary on iSOS and include an end date (this can be an approximate date and finalized later).

Budgeting Information

Boren Eligible Costs
Boren funds can be used to cover the following overseas-related expenses, up to the award level as determined by the maximum award eligibility and your Boren application.
- Program tuition and fees
- Home institution matriculation fees
- Books
- Visa
- Fly America Act compliant round-trip airfare
- Checked luggage
- Health insurance
- Local transportation
- Select research-related expenses (for Fellows only)
- Reasonable accommodations for grantees with disabilities (please contact your Boren advisor for more information about this)

**Disbursement Schedule**
Each Boren awardee will receive an individualized disbursement schedule that outlines the rough timeline for receiving scholarship funds. Your Boren funds will be disbursed across 3-5 payments. Please note that this schedule is subject to change depending on your submission of required documents.

**Budgeting Tips**
It is important to research your host country and be familiar with what daily expenses (e.g. food, housing, transportation) may cost. We suggest that you research online for cost-of-living estimates and compare that against your Boren funding, as well as other funding sources you will have while on your program. Establishing a monthly budget well ahead of time and sticking to it can help you allocate your funding accordingly. In some instances, Boren disbursements may be several months apart, so it is important to be aware of your spending and any financial deadlines.
Boren Policies and Expectations

Employment Policy
While on your Boren overseas program, you may not be employed, including conditional job offers or unpaid internships, by the U.S. federal government or any foreign government. As part of your pre-program requirements, you must sign the Government Status Confirmation Form, and when applicable, attach a letter detailing the separation from any current and past federal employment and affiliation, including ROTC, active duty, and National Guard. Acceptance of remunerative employment while overseas violates the Terms & Conditions of the Boren Awards.

Internship and Journalism Policy
While you cannot be employed during your Boren overseas program, you are allowed to pursue an unpaid internship with approval from the Boren Awards, as long as it is not with (or associated with) the U.S. federal government or any foreign government. If you wish to pursue an unpaid internship during your Boren-funded period, please email your IIE advisor and include the following details:
- Name of organization
- Dates of internship
- Brief description of role and responsibilities
- Brief description of topics / issue areas to explore during the internship
- Other pertinent details as needed (e.g. publishing/blog entry writing duties, applicable travel, etc.)

If you are unsure if your internship provider is associated with a foreign government, contact your Boren advisor for assistance. Academic internships are allowed, but only as an integrated part of your study abroad program. In addition, you cannot work as a journalist during the Boren-funded period, even if it is freelance or unpaid work. Ultimately, Boren Scholarships and Fellowships are intended to fund full-time academic study, and the Boren awardee must remain enrolled in the approved program full time, in addition to any unpaid internship opportunity.

Foreign Government Funding Policy
Boren Scholars and Fellows are strongly discouraged from accepting any foreign government funds while receiving Boren funding. Examples would include, but are not limited to, funding through the Chinese Scholarship Council, Qatar Foundation, and the Sultan Qaboos Foundation. Accepting foreign government funding could adversely affect your security clearance in the future. If unsure whether a scholarship or grant is tied to a foreign government, reach out to your Boren advisor for assistance.

Reporting Other Scholarships
You are required to report any additional scholarships received for their study abroad that may not have been included in your original proposed budget. If you receive additional scholarships designated for your study abroad expenses, make sure to inform your Boren advisor and provide the amount. Receiving additional scholarships for your study abroad may decrease your financial need and therefore also impact your Boren award amount. As a government-funded program, you would only receive up to the maximum award amount, if eligible and if there is a financial need. Boren funding cannot overlap with outside funding, and therefore will be subtracted from the overall eligible Boren award amount. Grantees may, however, stack scholarships to cover costs. In cases where outside funding will cover costs that are not Boren eligible or exceed the maximum Boren award amount, that funding may be used on top of your Boren award amount. An example:
You receive $25,000 from Boren which goes towards eligible program expenses, but your total overseas program cost is $27,000. You also receive a scholarship from your university for $2,000 which will cover the remainder of your program expenses. In this case, the $2,000 will not be subtracted from your Boren award.

**Program Changes**

You may request program changes prior to the start of your overseas program. Requested program changes must be in the same country (or world region, only in rare and/or compelling circumstances), and for study of the same language as the original program. Changes to the target language will not be permitted.

**Alternate Program**

If you choose to change to the alternate program that you listed in your Boren application, you must notify your Boren advisor in advance in writing and provide the following: (1) an updated budget, (2) brief explanation of your language plan with new program dates, (3) a letter/email of support from your U.S. home university advisor, and (4) evidence that you have been admitted to the alternate program, if already received. Alternate programs may also require additional approval from NSEP.

**New Program or Sponsor**

If you would like to change to a new overseas program or study abroad sponsor, you must reach out to your Boren advisor for approval. Please provide (1) a brief description of the new program and language plan, that should include a webpage link and new program dates, (2) a letter/email of support from your U.S. home university advisor, (3) updated budget and (4) admission letter to your new overseas program, if already received. Requests to switch to a new program will be evaluated on a case-by-case basis.

For Fellows with a summer domestic language study, if your plans have changed and you need to switch to a different domestic program, inform your Boren advisor immediately. Additional information will be required from you.

**Program Date Change**

Any proposed changes to your originally reported program start and/or end dates must be communicated to your Boren advisor. Any changes to your program dates beyond five (5) or more days may require you to sign updated Boren grant documents.

**Change to Duration**

If you wish to increase or decrease the length of your overseas program for any reason, you must inform your Boren advisor. If extending your time overseas, you must request the extension in writing to your Boren advisor, at least six weeks prior to the end date of your study abroad program, as defined in your Grant Document. Extension requests will be evaluated on a case-by-case basis and are subject to the availability of funds and Boren maximum eligibility amounts. Extensions will only be granted with advanced written permission from your Boren advisor. Extending your program is encouraged but award amount increases are **not guaranteed**. In either case, you must submit the rationale for the change, your new program budget, the new program dates, and a letter/email from your U.S. home institution confirming approval.

**Early Withdrawal**

You may only withdraw from a study abroad program early with the express and written permission from your Boren advisor or the Boren Team, and you may be required to return any unspent funds. Withdrawal without prior written approval from your Boren advisor is grounds for Scholarship/Fellowship termination, as explained in the IIE Terms and Conditions. You must inform your Boren advisor should a
situation arise which affects your ability to complete your Boren overseas program.

**Award Amount Increases**
You may request an increase in funding if you have not yet reached the maximum amount and are eligible based on your overseas duration. If unsure, review the Boren Awards website for more details. Please note that award increases are not guaranteed, and are reviewed on a first come, first serve basis, and subject to availability of funds. Please remember that Boren funding cannot cover non-emergency flight change fees; passports; dependents; medical expenses (such as vaccinations, costs of medication or cost of maintaining medical needs); or personal expenses (includes excursions not part of your official overseas program, travel out of your host country for personal reasons, etc.).

**Award Amount Decreases**
In the rare situation that your award amount exceeds your actual program costs, you are required to inform your Boren advisor immediately. You are also required to inform your Boren advisor if you receive any additional awards, grants, scholarships, or financial aid to be used for your study abroad that you did not previously disclose, as this may affect your overall Boren award amount.

**Travel Policy**
Boren Scholars and Fellows must request approval from IIE for any planned travels outside of the host country (includes personal travel and visa renewal). Due to COVID-19, non-essential out of country travel will not be approved. Boren will only approve travel for essential purposes (e.g. family emergency, visa renewals, etc.).

Any travel within your host country does not require approval from IIE. Please note that you are not permitted to travel to regions or locations within your host country listed as “Do Not Travel” on State Department travel advisories. Boren Flagship and FLI awardees must also obtain permission for requested travel from the Resident Director of the NSEP-sponsored overseas program. Note to all awardees: you may also need to submit a separate travel request to your overseas program provider.

For essential out of country travel requests:
- Travel requests must be submitted through the IIE portal using the travel request form. Requests should be submitted no earlier than 8 weeks prior to the proposed travel date, and in no case should a request be submitted less than two weeks prior to the start of planned travel.
- Travel requests must be submitted prior to purchasing any transportation ticket, as not all travel requests will be approved.
- Except in rare and compelling circumstances, IIE will not approve travel that interrupts the awardee’s academic schedule and/or is longer than two weeks in duration. As duration spent in the host country is a factor in determining award amounts, travel outside the host country could potentially reduce award amount provided to the Boren awardee.
- Proposed travel to countries designated as advisory level 2 or 3 under the U.S. Department of State Travel Advisories and CDC may have additional restrictions and require approval from NSEP.
- Proposed travel to or transit through advisory level 4 countries will not be approved.
- Boren will provide approvals two weeks prior to the planned departure. Should travel advisory conditions change, the awardee will be notified of any changes in the approval process.
levels shift between the two-week period in between approval and the departure date, awardees will still remain approved for the proposed date.

- Following receipt of travel approval from your Boren advisor, you must update their STEP registration with the approved travel plans as well as update your International SOS (iSOS) registration with trip details.

**Following U.S. and Foreign Laws**

You must follow U.S. and your host country’s laws while on your Boren overseas program as failure to do so is grounds for termination. If your Boren award is terminated for violating U.S. or foreign laws, you will be required to repay the program of all funds previously received plus interest, will no longer have access to the hiring authorities, and will not be considered a Boren Scholar or Fellow.
Preparing for Your Boren Program

Researching Your Program Location
Learning about your destination allows you to become better prepared to communicate with locals, handle cultural differences that might arise, become aware of health and safety issues, and form realistic expectations.

Suggested Resources
- **CIA World Factbook** – contains profiles on each country’s history, people, economy, government, etc.
- **U.S. Department of State Travel Advisories** – contains essential information on travel safety and crisis assistance for U.S. citizens abroad, as well as contact information for all U.S. embassies and consulates abroad.
- **Centers for Disease Control and Prevention Travel Health Notices** – includes health profiles for each country.
- **Diversity Abroad Destination Guide** – provides health and safety information and diversity guides for specific countries.
- **Mobility International USA** – for resources on disability-related topics while on international travel.

Connecting with Your Home Institution
Make sure your home institution is aware of your study plans and that you are familiar with home institution policies and timelines that you need to follow while on your Boren-funded program. We recommend meeting with your study abroad and/or academic advisor prior to your departure to go over any guidelines.

Cultural Integration
You should take time to mentally prepare for your program and keep an open mind, be respectful of differences, and, above all, be adaptable.

Once you arrive at your destination, you should try to adopt a few behaviors to get the most out of your experience:

- Make an effort to befriend local community members and not just other international students in your program.
- Try to engage people by asking questions and listening. It is always helpful to remind yourself that you have your own cultural biases that may be clouding your understanding of a comment or situation.
- Avoid intense debates, especially on delicate topics such as religion and politics.

Culture Shock
(Source: Diversity Abroad)
Culture shock can take place over four stages:

- **Honeymoon Stage**: Occurring within the first few days of arriving in-country, this stage is characterized by excitement and euphoria, and general eagerness to explore and learn the new language.
- **Anxiety Stage**: Initial excitement may start to dissipate, and feelings of anxiety and homesickness start to creep in. You may begin to have a
lack of interest in trying new things.

- **Adjustment Stage**: You develop a more balanced and understanding view of your experience abroad. There may be less homesickness and more comfortability in speaking the language and interacting with locals, as well as developing ways to positively handle previously frustrating situations.

- **Acceptance Stage**: You begin to accept and appreciate the host environment, and start to see similarities with your home country/city/etc. You start to feel less like a foreigner and begin to laugh about things that may have earlier frustrated you.

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**Identity Abroad**

It is important to take time to consider how your many identities, and the intersectionality of those identities, may influence your experience abroad. We encourage you to research your host country through the lens of the various identities that you carry with you. If you are studying abroad on a formal program, they should be able to connect you with resources and/or program alumni. Your home institution may also have useful resources in this regard.

**Suggested Resources**

- [Navigating Identity and Diversity Abroad](#)
- [Diversity and Inclusion Abroad Guide](#)
- [Vanderbilt University Resources for Identity and Culture](#)

**Identity Wheel**

(Source: [Johns Hopkins University Diversity Leadership Council](#))

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Consider your identity in terms of the slices on the wheel. Prior to traveling abroad, take a moment to reflect on your identity by considering the following questions:

- What are the laws surrounding my identities in my host country?
- What is the attitude toward my identities in my host country?
- What resources might I need to access for support if I am the only student of my identity on the program?
- Which identity do you think will have the biggest impact on your experience?

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**Being a Good Cultural Ambassador**

While you are on your program, you are representing the United States, the Boren Awards, and your home institution. Your actions, both positive and negative, may be taken by individuals from the host.
environment as an example of U.S. culture and/or Boren awardee behavior in general.

Some tips for making a good impression:

- Be a good student. Attend all classes, do your homework carefully and diligently, and show respect to your instructors.

- If you are volunteering or completing an internship, arrive on time and be respectful and courteous to your colleagues.

- Avoid expressing negative opinions or generalizations about the host country. Try not to pass value judgments on things that are different from your life at home.

- Be mindful that you are a guest in someone else’s school, home, and/or country, and a representative of a school, state, nation, and program.

For more information on this topic, refer to the Glimpse Foundation’s guide on American Identity Abroad.

**Packing Tips**

Boren awardees complete longer-term study, and you should take this into account when packing your belongings and personal items. Consider:

- How long will you be overseas? Will you need to pack for multiple seasons?
- Will there be stores for you to purchase items once you arrive or will you need to bring everything with you?
- Are there any items that your program provides or that you’ll need to pack (e.g. bed sheets in your dormitory)?

- Can you buy toiletries in your host country? Some items, like feminine hygiene products and/or preferred hair/skin products, can be difficult to find overseas and therefore you may wish to bring your preferred brand of products with you from the US
- If you currently take prescribed medication, do you have enough of it for the duration of your study? Is the medication legal and available in your host destination? We strongly encourage you to discuss these matters with your doctor.
Health and Safety While Overseas

General Tips

It is strongly recommended that you consider the following as you prepare to depart and upon arriving in your host country. Should a situation arise that concerns your personal health and safety, please keep in mind the following:

- Communicate with your study abroad program or host institution. Know what resources will be available to you. Ask them how to contact emergency services or police in your host country (e.g. find out the equivalent of “9-1-1”).

- Communicate with your home institution in the U.S. Know what campus services may be available to support you while abroad or when you return to the U.S.

- Review the information provided by the U.S. Department of State:
  - U.S. Department of State USA Study Abroad
  - Students Abroad
  - International Travel
  - Travel Advisories
  - Links to U.S. Embassies Abroad
  - Emergencies Abroad
  - Smart Traveler Enrollment Program

- Connect with International SOS (see below).

- In the case of a natural disaster or threat to your security in your host country, respond to communications from International SOS and/or your Boren Advisor immediately.

  - Make copies of all travel documents and your itinerary in case of an emergency or if your documents are lost or stolen, leaving one with family/friends at home and another copy with you in a safe place, separate from the originals.

  - You are subject to local laws while abroad so being aware of what is legal and what is not in your country of study is important for you to understand and abide by.

  - All Boren Scholars and Fellows are required to obtain international health insurance for the duration of their program abroad. Be sure to have a copy of your insurance card and understand what your provider will cover and the procedure for making a claim.

  - As noted in the previous section, if you are taking prescription medications abroad, be sure to pack enough for your entire trip, carry medications in original labeled containers and carry a letter from your doctor in case your country of study has restrictions on bringing in medication without proper medical documentation.

  - Refer to the Center for Disease Control to find out if any vaccinations are required in your country of study.

  - Be aware of your surroundings and your belongings at all times. Don’t carry large amounts of cash and all your money/documents in one location.
International SOS
While on your Boren-funded program, your safety and security are a priority for us. To keep you safe and healthy while you are traveling on your study abroad program, the Boren Awards has partnered with International SOS, the world’s leading emergency response and travel security services company.

There are two ways to register with International SOS. One option is to register via the specific Boren International SOS My Trips portal and the other is through the International SOS Assistance App. Refer to the iSOS guide found in the Boren portal (or distributed by your Boren advisor) for information on how to complete the registration process and submit your trip details.

Emergency Protocol
Whether it occurs on a personal, regional, or national level, we want you to be prepared in case of an emergency. While staying safe should always be your priority, IIE requires that you keep us updated on your status.

In all emergency situations where your academic schedule will be affected or travel will be involved, you need to let us know immediately by sending an email to your Boren advisor. We understand that there are certain emergencies, such as a death or severe illness in the family, or safety issues in your host country, where you may need to begin planning before you receive a response from us. In those cases, email as soon as possible to inform us of the situation.

If an emergency occurs, please let us know right away by sending an email and include “Emergency” as part of your subject line. A member of the IIE staff will be able to respond to you and provide guidance on the next steps, even on weekends and holidays. Do not hesitate to reach out to us in case of an emergency as we are here to support you while overseas.

In some cases, IIE will email you regarding a situation in your host country. This could include an event in your host city or a situation many miles away from you. Even if the situation does not affect you directly, **we expect a response from you within 24 hours.** We may reach out to your emergency contact at your host country to confirm your safety. If you are unresponsive, we may then reach out to your home emergency contact to confirm your safety.

You may also receive alerts via your Boren-affiliated membership with International SOS. Some of these alerts may require a response from you. Please be sure to confirm your safety in a timely manner as Boren staff will reach out to those who do not respond to these alerts within a 24 to 48-hour period.

Please make sure to follow any instructions you receive from the State Department through your STEP account.

In certain situations, IIE and NSEP may require Boren Scholars or Fellows to leave a host country due to safety or security issues. You are required to comply and follow the directions provided by IIE, as noted in your Terms and Conditions.

Job Searching While Abroad

**Federal Job Search Policy**
While on your Boren-funded program, you are not permitted to actively search for or apply to federal jobs. Once your Boren-funded program has concluded, you are welcome to begin your federal job search. More information can be found below in the “Returning Home” section.

Please make sure that you read the Boren Academic Policies earlier on in this handbook. Boren Awards are intended to
fund full-time language and cultural study in their approved program. As a Boren award recipient, we want to emphasize that you may not be employed, including unpaid internships, by the U.S. federal government or any foreign government while on Boren.

**What Not to Do While Overseas**

During your Boren program, you may **not:**
- Access www.NSEPnet.org or www.USAJOBS.gov while abroad.
- Apply for federal jobs while abroad.
- Contact any intelligence, military, or government agencies. The only exception is contacting the U.S. embassy or consulate in your host country. You are also permitted to complete student aid forms on FAFSA, and check health and travel advisories on the CDC and State Department websites.
- Apply for other federal funding while abroad. If you want to apply for programs after Boren, please send application materials or communications through a trusted home institution contact such as your study abroad advisor, or a family member.
- Discuss your future career plans with foreign nationals.
- Write to NSEP staff at their email addresses. Additionally, remember that all Boren or service requirement correspondence while abroad should be done through IIE.

**What You Can Do Overseas**

- Begin working on a resume that will stand out. Use precise language and use key words. Demonstrate work experience by describing the jobs you have had.
- Document all the places you live, volunteer, study, or travel, including full address, as well as a point-of-contact to verify you have lived at this location. Should you need to complete a background investigation for a security clearance, the required paperwork will ask for this information.
- While abroad and upon your return to the U.S., be mindful of the content you post on personal blogs and/or social networking sites. Be sure to use the highest privacy settings for your accounts.
- Prior to departure, you want to make sure to alert any federal contacts about your overseas plans and ask them to refrain from contacting you while overseas. You are not permitted to communicate with government officials while you are overseas. If they are a family member or close friend contacting you in a personal capacity, ask that they contact you using their personal email address (i.e. not .gov or .mil).
- NETWORK! Be in touch with the U.S. Embassy. Meet other Americans working in the country and find out about their jobs. Make friends at your host university or internship sites.
- Collect business cards from other professionals or Embassy staff that you meet. Write down where and when you met them, and a note about your conversation with them.
- If you do meet with U.S. Embassy staff or other professionals who take time to meet with you, make sure to send a thank you note.
Social Media
If you plan to use social media while overseas, clean up your accounts, adjust your privacy settings, and remember to be careful of who you friend and be careful what you post.

Suggestions for Social Media
- Remove personal information (example: residence)
- Delete photos/videos showing government/military connections – note that taking photographs of government facilities may be illegal in your host country
- Never select “Keep me logged in” tools and change passwords every 60 days
- Turn off geo-tagging option for photos, videos, and posts and don’t post live updates that show your whereabouts
- Delete widgets and games that have access to personal info
- Make sure to adjust your privacy settings on social media accounts, such as Facebook, Instagram, Twitter, TikTok, Snapchat, LinkedIn, YouTube, etc.
- Respect others’ privacy and get permission before posting names, photos, or videos
- Don’t post pictures or information about your host family
- Don’t post about anything potentially offensive to your host country including anything about drugs, alcohol, or religious and political updates
- Don’t accept friend requests from strangers
- If you’re not sure, DON’T POST IT!
Staying Connected with Boren

Boren Facebook Group
When awarded your Boren Scholarship or Fellowship, you are eligible to join the closed Boren Facebook group “Boren Awards: Current Scholars and Fellows”. This Facebook group is intended to connect you with other Boren Awardees and is a platform for you to discuss your programs, arrange to meet others in your host country, and give you the ability to share your overseas experiences with other Boren Awardees. You can request to join this group here. After requesting to join the group, please send an email to boren@iie.org confirming that you made this request. After reviewing your request, we will then add you to the group. While we encourage you to use the Facebook group to communicate with one another, please direct any Boren Award policy related questions to your Boren advisor, as some decisions are made on a case-by-case basis.

Photo Submissions
We are always interested in hearing about experiences abroad and encourage you to send us your photos while you are abroad on your Boren-funded program. These photos allow future Boren applicants to see the many possibilities open to them, and to envision themselves studying overseas. Action photographs that show interaction and engagement between the grantee and the host community are especially welcome. Digital photos are probably the easiest and you can upload by clicking here. Video (even as brief as 3 minutes) that shows interaction and engagement between the grantee and the host community are also welcome.

By submitting your photos or videos, you are giving IIE permission to use them for publicity and/or recruitment materials such as posters, brochures, annual reports, and the Boren website. Please be sure to include your name, country, and a short description of the activity being carried out when sending these photos or videos to your IIE program staff.

It is important to note that regardless of whether your photos will be shared with IIE, you should be culturally sensitive as you document your overseas experience. Please use your best judgment in making sure that your photos are appropriate.

Do not take pictures of 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 travel, 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.
Returning Home

Post-Program Requirements
Once your Boren-funded program has ended, you must complete post-program requirements to end your Boren award in good standing. These include completing post-program testing; submitting your final program report to the self-service portal; and confirming your NSEPnet information. These three requirements are detailed below and can also be referenced in the Post-Program Checklist.

Post-Program Testing (non-Language Flagship awardees)
You will have your language skills tested by Language Testing International (LTI) with an Oral Proficiency Interview (OPI) test. You will login to the LTI website using credentials listed in your Language Testing Agreement, following the instructions in the Post-Program Checklist, and you will schedule your test. The tests will be conducted over the phone. LTI will report the test scores directly to IIE so there is no need for you to send information on your results to your Boren advisor.

Please note that if you are an AFLI/SAFLI/IFLI/TURFLI participant who is only overseas for the fall semester, you do not need to take the OPI test again. If you are an AFLI/SAFLI/IFLI/TURFLI participant who extended your stay for the spring semester, you are still required to take the post-program language test with LTI after your program ends.

Boren Flagship Scholars receive separate instructions for post-program language testing from IIE.

Completing the Final Program Report
Your Boren advisor will email you a link to the Final Program Report which is required in order to receive your final disbursement. When you have received the link, please fill out the report and when you have completed it, select "Send to Printer" to print/scan or save as a PDF, and upload to the IIE portal. This step is crucial as this will allow your Boren advisor to read the report and approve it in the portal.

Confirming your NSEPnet information
When you have completed your Boren-funded program and have returned to the U.S., you will be added to NSEPnet. NSEPnet is an online database that allows you to post your resume, search for federal jobs, and maintain your job search history log. You will be sent an email with your username and password once your information has been uploaded into the NSEPnet system. Please be sure to review and update all information in your NSEPnet account so that it remains as up-to-date as possible. NSEPnet profiles should not be accessed while on the Boren-funded program.

Brief Tips for Initial Job Searching
- Use the Partnership for Public Service to narrow down the types of positions that would most interest you. The website has many great resources, including “The Best Places to Work” annual ranking for federal government positions.

- Search registries such as USAID’s Private Voluntary Organizations (PVO) database to see if there have been U.S.-funded projects in the country and investigate the websites of such organizations to obtain their contact information and to learn more about whether positions may be available in the future.

Boren Seminar
The Boren Seminar event is an excellent opportunity for Boren Scholars and Fellows to kickstart the federal job search. This event brings together all recently returned awardees for sessions that are targeted to help in the federal employment search,
such as Boren alumni panels, the NSEP Service Team, and federal employers. There is also a job fair that allows recently returned Boren Scholars and Fellows to network, learn more about job opportunities, and potentially interview for and receive job offers from federal employers. Information about Boren Seminar will be communicated to recently returned awardees via email.

**Transition to NSEP Service Team**

When you have returned to the U.S. you will officially be able to contact the NSEP Service Team, a team that is comprised of dedicated staff members who will be able to assist you with any job searching questions, concerns, or updates you may have. Please note that you are not permitted to contact them while overseas, so do reach out to your Boren advisor if you have a question for the NSEP Service Team while abroad.

**Taxes**

Boren recipients may be subject to U.S. income taxes. As an awardee, you are responsible for checking your U.S. tax liability and should consult your local IRS representative with any questions pertaining to the financial provisions of the award. IIE does not provide 1099 forms. Therefore, you should maintain accurate records of funds received and how they are expended.

While IIE can’t answer any questions or provide guidance regarding tax liability, there are permanent IRS offices located in many American embassies. If there is not an IRS office at the U.S. embassy in your host country, you may inquire at the nearest U.S. embassy or consulate about IRS “tax expert tours.” These “tours” are when the IRS sends U.S. tax experts on assigned routes through many foreign countries each year from January to June.