

2018 Boren Fellow and Scholar In-Program Requirements Checklist

While on the overseas Boren funded program Boren Awardees must fulfill certain requirements in order to receive their in-program disbursements. Upload all required documents to the [Self-Service Portal](#) by the due date listed below.

For Overseas Programs:

Due **two days** after your arrival in your host country (for all awardees)

- Physical Residence

This is your [personal overseas residence contact information](#). For this address to be valid, you must include the following:

- Your local phone number
- Complete street address of where you are physically residing
- Valid start and end date

This residence information is for emergency purposes only, so **mailing addresses or P.O. boxes will not be accepted.**

Instructions on how to upload your [contact information](#).

- STEP Registration

Boren scholars and fellows are required to register with the [Smart Traveler Enrollment Program \(STEP\)](#) which allows recipients to receive the latest travel updates and information via email.

When you sign up, you will automatically receive the most current information that the U.S. government has about the country where you will be studying. You will also receive updates, including [Travel Advisories](#), when applicable. If you have any issues using the webpage, we encourage you to use the [U.S. Department of State's Smart Traveler app](#) instead.

HOW TO ENROLL:

1. Go to <https://step.state.gov/STEP/pages/individuals/newAccountStart.aspx>
2. Read the [Privacy Act section](#) and click the box to indicate that you have read this.
3. Then click on the thin blue bar below that says "[Account Information](#)". This section asks for a self-created username, password, and security question.

4. Click on the thin blue bar that says "Traveler Information". This section asks for your personal details and passport number.
5. Click on the thin blue bar below that says "Emergency Contact Information" and provide the details of your emergency contact, including at least one email or phone number for your emergency contact. Click **Next** to continue to the next page.
6. To enroll your trip, click on the blue button that says Add a Trip/Residence Abroad, which will ask for the details of your trip, the reason for your trip, an address where you will stay during your trip, and a phone number to reach you while you are abroad. Please do not provide a U.S. phone number unless it will be possible to reach you at this number while you are outside of the U.S. If you are unsure of what to put in these sections, please consult with your study abroad advisor or make a note to add this information as soon as you have it.
7. After enrolling your trip, you may see an automated Travel Caution page. Please read through this and click **Next** at the bottom of the page.
8. On the trip confirmation page, verify that the dates and travel information you have provided are correct. Then click **Finish**.

You will then be redirected to the "Profile Information" page, which will display your trip and traveler details. **Please take a screen shot of this page and upload it to the Self-Service Portal as proof of your STEP enrollment.**

Due **30 days** after the start of your overseas program (for all awardees):

- Initial Program Report: *Reports are not currently available but will be provided by your advisor in late May.*

Due **six weeks** before third payment (only for Boren awardees going on an overseas program for six months or longer):

- **Updated Return Ticket:** only if you did not previously submit your return ticket
- **Mid-Term Program Report:** *Reports are not currently available but will be provided by your advisor in late May.*

For Domestic Programs (only AFLI/SAFLI/IFLI)

Due **one week** after the end of your domestic program end date

- **Domestic Report:** *Reports are not currently available but will be provided by your advisor in late May.*

If you are unable to upload your documents into the Self-Service Portal or are concerned about due dates, please contact your **Boren regional advisor** or call 1-800-618-NSEP.