

2018 Boren Awardee and Fellow Pre-Program Checklist

The following **requirements** must be uploaded into your [Self-Service Portal \(SSP\)](#) account in order to activate your Boren Award (except for the RSVP and Official transcript: see below for details). **You will not receive your first disbursement until all required tasks have been completed.** Please note that digital signatures will not be accepted.

Orientation RSVP and declines due by **Wednesday, May 4th, 2018**

[RSVP](#) for the Boren Orientation and Awards Convocation taking place on June 4 and 5, 2018. Attendance is required. If your overseas program begins before the convocation, please contact your [Boren regional or initiative advisor](#) for further instruction.

DECLINES: If you are planning to decline the award, **please contact your [Boren regional advisor](#) by **MAY 2nd 2018.****

The due dates of the items below are contingent upon the **START DATE** of your program.

May 15th: For awardees beginning programs **June 1st through September 30th**
June 1st: For awardees beginning programs **October 1st through December 30th**
September 15th: For awardees beginning programs **January 1st through March 1st**

If the information on ANY of the documents below is inaccurate or if you have any concerns, please contact your [Boren regional advisor](#) or call 1-800-618-NSEP before you upload the document.

- **Grant Document:** This form is customized with your personal information and will be uploaded to the Self-Service Portal for you to download. You will be sent a notification email when it is available. The Grant Document confirms your intention to accept the award. You must download the document; verify that the information is correct by signing, dating, printing your name, and providing your social security number on the form. The Grant Document must then be uploaded into the Self-Service Portal.
- **Service Agreement:** This form is customized with your personal information and will be uploaded to the Self-Service Portal for you to download. It includes the dates of your Boren funded period and the length of your service requirement. Be sure to read this document carefully and thoroughly before signing.

You must download the document then verify that the information is correct by signing, dating, and providing your social security number on the form. The Service Agreement must then be uploaded into the Self-Service Portal.

If the information on your Service Agreement is inaccurate or if you have any concerns, please contact your [Boren regional advisor](#) or call 1-800-618-NSEP before you upload the document.

- **NSEP Terms and Conditions:** Be sure to carefully read over the National Security Education Program (NSEP) Terms and Conditions for:
 - [NSEP Boren Scholarship Terms and Conditions](#)
 - [NSEP Boren Fellowship Terms and Conditions](#)

Sign, print your name, and date every page before uploading them into the Self Service Portal.

- **IIE Terms and Conditions:** Be sure to carefully read over the Institute of International Education Terms and Conditions.
 - [IIE Boren Scholarship Terms and Conditions](#)
 - [IIE Boren Fellowship Terms and Conditions](#)

Sign, print your name, and date every page before uploading them into the Self-Service Portal.

- **Language Testing Agreement:** The [Language Testing Agreement for Scholars](#) and the [Language Testing Agreement for Fellows](#) are confirmation of your understanding of the pre and post program language test score requirement. All recipients of the Boren Award 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.

By signing and submitting this form you are confirming the following:

You will take a pre- and post-test, unless you have no previous experience in that target language, either inside or outside of the classroom or if your target language is not offered by Language Testing International (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. Download and submit the Testing Agreement Form to the Self-Service Portal. Flagship awardees fill out the [Flagship Testing Agreement Form \(does not apply to AFLI/SAFLI/IFLI awardees\)](#).

- **Contact Information:** The Boren Award requires contact information to be updated by the Awardees in the Self-Service Portal ([instructions here](#)). All entries must be in English. Only complete addresses will be approved.
 - [Home Country Program Contact](#) – This is the contact person at the U.S. base of your study abroad program. For this address to be valid, you must include the following:
 - Name, title, and address
 - Non-generic email address
 - Phone number
 - Valid start and end date

If you have direct enrolled in an overseas institution, you may instead list your study abroad advisor at your home institution. If you will have multiple study abroad programs, you may enter more than one contact.

- [Emergency/Host Country](#) – This is the contact person at the overseas base of your study abroad program. For this address to be valid, you must include the following:
 - Name, title, and address
 - Non-generic email address
 - Phone number
 - Valid start and end date

If you will have multiple study abroad programs, you may enter more than one contact

- [Emergency/Home Country](#) – This is your U.S. emergency contact. At any point, if we cannot reach you while you are overseas, we will reach out to this person. Therefore, this should be someone with whom you are in regular contact (e.g. parent, family member, adult sibling, close friend, spouse, etc.).
- **U.S. Passport:** Submit a copy of the photograph page of your valid U.S. passport. We will not accept birth certificates, social security cards, or any other type of documentation.
- **Proof of Matriculation/Graduation Date Letter:** All David L. Boren Awardees must remain matriculated, degree-seeking, undergraduate students at a regionally accredited U.S. post-secondary institution for the duration of the Boren Award funded study abroad program. The Boren Awardee must provide a letter from the registrar or dean of his or her home institution as proof of matriculation. **This letter must be uploaded to the Self-Service Portal by the Awardee.**

The proof of matriculation must:

1. Indicate that you will be matriculated for the entirety of your Boren-funded program. They may either state that you will be matriculated through the length of your award, or

that you are currently matriculated and they expect that you will remain matriculated through the length of your award.

2. Include a graduation date that is after the completion of your Boren-funded program. If your Boren-funded program ends the same month and year as your graduation, the date must include a month, day and year (the earliest your graduation date can be listed is one day after your Boren overseas program end date). If you will be graduating well in the future, a month and year of graduation is sufficient.
3. Be on letterhead and include an original signature of a registrar staff member or dean.

If your home institution prefers to write “enrolled” or “remain a student” instead of “matriculated,” that terminology is also acceptable.

Example Matriculation Letter

University of Nowhere Official Letterhead

June 1, 2018

Dear Boren Award Team:

University of Nowhere student, Ryan Gosling, is currently a matriculated, degree-seeking student and is expected to remain so while on his Boren Award , which goes through fall 2018 and spring 2019. He is expected to graduate from University of Nowhere on May 15, 2019.

Sincerely,

University of Nowhere Registrar (actual signature)

OR

University of Nowhere Dean (actual signature)

Why this works: The original of the above letter would be accepted by IIE because it is an official letter on letterhead, says that the Boren Awardee is matriculated while on the Boren, gives a graduation date that is after the program end date, and is signed by a proper authority at the university.

- **Government Status Confirmation Form:** All recipients of the National Security Education Program (NSEP) Boren Award must complete the [Government Status Confirmation Form](#). This form is confirmation that you will not be an agent of the federal government in any capacity (e.g., military service, intelligence activities, intern, etc.) during the course of your Boren Award funded period.

All recipients will check the appropriate statement and sign the form. The next steps are dependent on one of the three following factors-(**for those with a previous government affiliation your deadline will change to the Group C deadline below, all others due by May 15**).

1. **What if I have never been affiliated with the federal government?** - If you were not previously an employee of the federal government, then you can sign and upload the form without attaching a separate statement.
2. **What if I have previously been affiliated with the federal government?** - If you were previously an employee of the federal government (*e.g. military service, intelligence activities, internship, etc.*), you must attach a letter detailing your separation from federal employment. If you were previously a military reservist or a participant in an on-campus ROTC program, you must attach a letter from your commanding officer confirming your separation from your unit and de-activated status during the course of your Boren Award funded study abroad. The letter from the federal government must be on official letterhead and contain an original signature from either a former supervisor or Human Resources representative. You will then upload both the Government Status Confirmation Form and the proof of separation into the Self-Service Portal.
3. **What if I am currently affiliated with the federal government?** - If you are currently affiliated with the federal government, then you must separate before receiving Boren Award funding. Once you have ended your employment, you must submit a letter to our office detailing your separation from federal employment. If you are currently a military reservist or a participant in an on-campus ROTC program, you must attach a letter from your commanding officer confirming your separation from your unit and de-activated status during the course of your Boren Award funded study abroad, once you have separated. The letter from the federal government must be on official letterhead and contain an original signature from either a former supervisor or Human Resources representative. You will then upload both the Government Status Confirmation Form and the proof of separation into the Self-Service Portal.

The due dates of the items below are contingent upon the **START DATE** of your program.

May 15: For awardees beginning programs in June (**including AFLI and SAFLI domestic program**)

June 1: For awardees beginning programs in **July and August.**

August 1: For awardees beginning programs in **September-December.**

December 1: For awardees beginning programs **January-March 2019.**

- **Language Pre-Test:** Language proficiency testing will be conducted by LTI, the exclusive licensee of the American Council on the Teaching of Foreign Languages (ACTFL) before you depart for your overseas experience. 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 the eleven proficiency levels described by the Inter-Agency Language Roundtable (ILR), rather than against the performance of other individuals.
- **How does it work?** LTI will conduct OPI tests over the phone, and a landline connection is recommended for quality service. A certified ACTFL language tester will conduct the exam that will last between 20 and 40 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 can 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.govtilr.org/Skills/ILRscale2.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. (Awardees notified of recipient status with less than 2 months before their program start date should schedule LTI tests as soon as possible.) If you have no prior experience with the language or your language is not available, you must email contact your [Boren regional advisor](#) 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 payment.
- **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. [Review the Language Testing Agreement for instructions.](#)
- **What if I have no prior experience in the language/my language isn't offered by LTI?** If you have no prior experience with the language or your language is not available, you must contact your [Boren regional advisor](#) or call 1-800-618-NSEP to request a waiver of the language pre-test.

- **Level 3 Travel Advisory Waiver Forms:** These forms are only required if there is a U.S. Department of State Travel 3 Advisory for your proposed country of study. These forms are customized with your personal information and will be uploaded to the Self Service Portal for you to download.

If you did not receive a personalized form and you are not proposing to study in a U.S. Department of State Travel Warning country, then you are not required to submit these forms.

If the information on your Travel Warning Forms are not accurate, or if you have any concerns, please contact your [Boren regional advisor](#) or call 1-800-618-NSEP before you upload the documents.

- **Proof of Affiliation :** Copy of a formal signed letter or document, in English, from your chosen study abroad program. The document must confirm your acceptance into the program and make reference to your overseas period. If you received an email from your overseas program stating your acceptance, please PDF the email and upload it into the Self-Service Portal.

If you are participating in multiple study abroad programs you will need to submit a letter of acceptance for each program before your next disbursement. For example, if you are a yearlong awardee and you have different fall and spring programs, you must submit a letter of acceptance for your fall program before your first disbursement and a letter of acceptance for your spring program before your second disbursement.

- **Proof of Sound Health:** The letter needs to state that you are healthy enough to study in the host country. It must be signed and dated by a medical professional who 1) is not related to you, 2) is familiar with your medical history, and 3) has provided contact information. The letter should be dated within three months of your Boren program start date. If you have submitted a similar form to your study abroad program, you may submit that to IIE, as long as it covers all of IIE's requirements.

Example

June 1, 2017

Channing Tatum was seen in my office today. I have cleared him for travel to China for the academic year 2017-2018.

Dr. Hudson (actual signature)

Livingstone Medical Practice
1234 Doctor Street
Livingstone, CA 00000
202-555-1234

Why this works: The letter of sound health is in English and states that you are healthy enough to travel to the host country. It is signed and dated by the medical professional. Contact information is provided.

- **Proof of Overseas Health Insurance:** [Proof of Overseas Health Insurance](#) must include health, accident, medical evacuation, non-medical evacuation, and repatriation of remains coverage. Non-medical evacuation coverage must include war, civil unrest, and natural disasters. If such insurance is not provided by the study abroad program or the home institution, the Awardee must purchase the insurance directly. The Boren Awardee must send documentation to IIE that includes the following information:
 - Proof of the five types of required overseas health coverage - the Boren Award suggests the following coverage amounts: \$100,000 for Health, \$100,000 for Accident, \$50,000 for Repatriation of Remains, \$300,000 for Medical Evacuation, and \$100,000 for Non-Medical Evacuation.;
 - Amount of coverage; and
 - Dates of coverage.

Only proof of insurance that contains all three pieces of information will be accepted.

To demonstrate proof of insurance you must do one of the following:

Option 1: Submit an official summary of overseas health insurance coverage.

EXAMPLE:

ABC INSURANCE COMPANY
Official Header

This letter certifies that Lupita Nyong'o has overseas health insurance coverage between JUNE 1, 2018 and MAY 31, 2019. The insurance policy covers the following:

Health \$200,000
Accident \$50,000
Repatriation of Remains \$50,000
Medical Evacuation \$500,000
Non-Medical Evacuation (including political and natural disasters) \$80,000

Why this works: The official comprehensive policy summary confirms the name of Boren Awardee, dates of coverage, and all five types of required coverage including political and natural disasters, and the coverage amounts all one page. No additional forms are needed.

Option 2:

Upload to the portal a printed document from your overseas health insurance provider that has your printed name to verify that you are covered under the policy as well as include the dates of coverage, which must encompass your entire Boren-funded overseas program. Include the a copy of the official policy or an official comprehensive policy summary.

- o Download and complete the form below table and submit this form with the above insurance information.

Example:

David L. Boren Award
Proof of Insurance Form

Name of Boren Awardee: Jason Momoa

Name of Insurance Provider(s): ABC Overseas Health Insurance Company

Dates of Coverage: June 1, 2018 to May 31, 2019

I, Name of Boren Awardee, certify that I have attached official documentation with my printed name, dates of coverage, and policy information to this form: -----SIGNATURE

TYPE OF REQUIRED INSURANCE/SUGGESTED COVERAGE	COVERAGE AMOUNT(IN DOLLARS)	PAGE NUMBER W/ POLICY EXPLANATION
Health/\$100,000	\$200,000	1
Accident/\$100,000	\$50,000	10
Repatriation of Remains/\$50,000	\$50,000	1
Medical Evacuation/\$300,000	\$500,000	18

Non-Medical Evacuation/\$100,000This must include coverage for evacuations due to war, civil unrest, and natural disasters.	\$80,000	36
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Why this works: In this example you will have provided an official policy document (often multi-page), that has your printed name, dates of coverage, types of coverage and amounts, along with the completed proof of insurance form that confirms all the required information. You then sign the form and submit it along with your official policy document.

- **Airline Itinerary:** Before the Boren Awards will process your first disbursement, you must send a copy of the receipt of your airline ticket, listing all destinations, airlines and the total cost. **The ticket must be made out in your name, be a round-trip ticket, and be on a U.S. flag airline carrier (see below). Please refrain from scheduling flights from or with layovers in countries with security issues (i.e. Russia, Mexico, Turkey etc.) or your itinerary may not be approved. If you are unsure about security issues in a layover country, please contact your Boren regional advisor before booking your flight.** If you are not using Boren Award funds to pay for your airfare, then you can use any carrier but you still must send proof of a round-trip ticket. Submitting a print out of your itinerary with confirmation numbers included is sufficient if you purchased an e-ticket.
 - If you are a yearlong awardee and are unable to purchase tickets as far in advance as your overseas program end date, you will be required to submit proof of a return ticket by your second to last payment (please see your individualized Disbursement Schedule for more information). Please contact your [Boren regional advisor](#) or call 1-800-618-NSEP for further instructions.
 - **Fly America Act:** The Boren Awardee is responsible for making all of his or her travel arrangements in conjunction with the study abroad program provider. **The Boren Awardee must comply with the Fly America Act, which requires that all air travel supported by federal government funds be on American Flag Carriers departing from the United States to the foreign destination and returning to the United States, and on all internal foreign flights where such service is available.** To comply with this requirement, the Boren Awardee must send a copy of his or her airline ticket or itinerary, documenting the flight, airline carrier, and price, before the first disbursement will be made.

Nota bene: There are a variety of ways to purchase a round-trip ticket that are in compliance with this law. Simply put, the Fly America Act permits travel on flights operated by U.S flag carriers AND foreign flag carriers provided the **flight shown is a U.S. carrier's code-share flight number**. This can be done via the airlines code-share agreements. A code share flight is a common airline practice where two (or more) airlines share the same flight. You may be able to book this

through a third party vendor, but you should carefully check to ensure it satisfies the Fly America Act requirements. Tickets can be validated on a foreign carrier provided the International sector shows a U.S. carrier code-share flight number.

Example

Acceptable Code Share: United Air flight 1111 (operated by Air China).

Unacceptable Code Share: Air China flight 1111 (operated by United).

The key distinction is this: in the first case, the flight number is an American carrier. In the second case, it is not.

Another key point of the law is that it requires government-supported travel to be on American Flag Carriers as far as possible on a typically-traveled route. You can fly to a transfer point, as close to your final destination as possible, on a U.S. carrier and then switch to a foreign airline if, and only if, there is no U.S. carrier option. Use this option with caution as what is an appropriate transfer point can be tricky. In all cases, you should be flying on a U.S. carrier on the flight that takes off and the flight that lands in the U.S.

Example

Acceptable Travel Itinerary:

Delta Airlines flight 1111 from New York, U.S.A. to Tokyo, Japan

Japan Airlines flight 606 from Tokyo, Japan to Ulaanbaatar, Mongolia

Unacceptable Travel Itinerary:

Japan Airlines flight 8965 from New York, U.S.A to Tokyo, Japan

Japan Airlines flight 606 from Tokyo, Japan to Ulaanbaatar, Mongolia

The key distinction is this: in the first case you left the U.S. and traveled as far as you could (presumably) using an American Flag Carrier. It is less likely that you would find another U.S. carrier to take you between foreign countries. In the second case you left U.S. soil using a foreign carrier, which is unacceptable.

Finally, you or your travel agent may have heard of the “Open Skies Agreement” of the Fly America Act. The Boren Awards are not covered under these agreements; therefore, flights booked under “Open Skies” will not be compliant.

If you would like further advice or pre-approval of your ticket before purchase please contact your [Boren regional advisor](#) or call 1-800-618-NSEP.

- **Official Transcript:** An updated official transcript is required of all Boren Awardees before their first disbursement. Only official transcripts will be accepted. The official transcript must provide grades from the semester prior to the overseas departure and/or a notation of courses “in progress” for the current semester. The should be submitted to the self-

service portal as an **Overseas** document under Document Type: Deliverables and Document Category: Transcript.

All requirements above must be fulfilled before you can receive your first disbursement.