

Boren Scholarship Online Application Instructions

1. Consult with your NSEP campus representative about deadlines, requirements, etc. If you are unsure of the name of your campus representative, please email nsep@iie.org or call 1-800-618-6737.

2. Proceed to the [online application](https://www.iieapp1.org/nsep/nseplogin.asp) (<https://www.iieapp1.org/nsep/nseplogin.asp>)

3. Click on First Time User Registration.

4. Enter your email address.

Your email address will become your User Name when you login thereafter.

5. Create a password that you will remember.

6. Re-enter your password for confirmation.

7. Click on Proceed.

8. Select the term for which you wish to apply. If your program is off the U.S. academic cycle, count the months of duration. If the program will be shorter than 6 months, select a semester term application (select Fall if the majority of the program is between July and December, and select Spring if the majority is between January and June). If the program will be longer than 6 months, select Year application.

Please note: If you are planning to study on one program during one term and a different program in a subsequent term, you MUST complete two separate applications. For more information, please see the this link in the website: <http://worldstudy.gov/boren/scholars/structureprogram.html#split>.

If you wish to apply for a “split” program, contact IIE/NSEP or your NSEP campus representative to ensure your application is completed correctly.

9. Click on Apply Now.

10. Special Instructions for Section A (Applicant Data):

- a) “Address Valid Until” – In the current contact information section, please pay careful attention to when you will be leaving your current residence. IIE/NSEP will revert to using your permanent mailing address after the date you submit. If you plan to be at the address indefinitely, please leave the date blank.
- b) Zip Code – For all zip codes, please enter nine digits. To find the four-digit extension, please visit www.usps.com. This extension is required.
- c) Congressional Voting District – Enter the state code and district number of your congressional voting district. You can find this information on your voter registration card or at www.house.gov.
- d) Naturalized Citizens – If you are a naturalized citizen, you must complete all related fields. The naturalization number, in particular, must be included in order for your application to be considered.

11. Special Instructions for Section B and C (Academic Data):

- a) Matriculation – If your college or university has approved applying your academic credits towards an associate’s or bachelor’s degree, you are considered by IIE/NSEP to be matriculated in a degree program. If you are not matriculated, you are not eligible to receive NSEP funding.
- b) Major/Minor – You may not be able to find the exact name of your major or minor in the application drop-down menu. Unfortunately, these fields cannot be changed. Please select a choice as close to your degree as possible.
- c) Multiple Universities – If you have attended more than two colleges or universities, please fill in the application with the most recent institutions attended, and provide transcripts for the last two years of academic study.

- d) Grade Point Average – If your high school or college uses an alternative grading method, such as written evaluations, in place of letter grades, please forward your transcripts, and enter your GPA as “0.0” on a “0.0” scale.
- e) Current Academic Status and Semester Status – Please fill in valid information as of the application deadline.

12. Special Instructions for Section D and E (International Experience):

- a) Language Experience – If you have studied or have knowledge of more than two languages other than English, please list those languages most relevant to your study abroad proposal, or those that demonstrate your capacity to learn and master foreign languages. You are encouraged to discuss additional language skills in your statement of purpose.
- b) Type of Experience Abroad – In most cases, an organized study abroad program would fall under months studied, a vacation would fall under months traveled, and an extended stay, such as a military posting, would fall under months lived. Therefore, a month of travel following a month-long study program would NOT total two months lived.
- c) Extensive Experience Abroad – If you have lived, traveled, or studied in more than three countries, please list the countries in which you have spent the most time, and those that may be relevant to your study abroad proposal. You are encouraged to give more in-depth information about the nature of your time spent in these or other countries in your statement of purpose.

13. Special Instructions for Section F and G (Proposed Program and Financial Aid):

- a) Name of Sponsor and Program – Please see this web page for details
<http://worldstudy.gov/boren/scholars/selectprogram.html>
- b) Program Start and End Date – If you do not know the exact dates, please pick approximate dates.
- c) Estimated Costs – Please breakdown the costs of your study abroad program. If the study abroad literature only provides a single cost figure, please contact the study abroad program directly for a breakdown of costs.
- d) Financial Aid – If you receive financial aid for the current academic year, please indicate the amount of aid received.

14. Enter your Statement of Purpose – It is recommended that you compose and save your Statements of Purpose in a word processing program. Cut and paste the statements into the online application.

15. To save your work for later editing, click on Save, located periodically through the application and at the bottom of each page. You will be prompted for required fields if necessary.

16. To re-access your saved application, go to the online application login page and reenter your User Name (email address) and password. Select the application that you wish to edit.

17. To review and print a copy of your application before submitting, click on Review Application in the navigation bar to the right. Use your browser’s print function to print.

18. To submit your online application for review by your NSEP campus representative, click on Submit Application in the navigation bar or on Submit Completed Application at the bottom of the last page of the application. Read the terms and click on I Agree/Submit.

NOTE: You will not be allowed access to your application after you have submitted it to your campus representative. Please make sure all information is correct before submission. You will also lose access to your application after the application deadline. Be sure that your application is submitted by then.

19. Submit the following supplemental hard copy materials to your NSEP campus representative by your on-campus deadline: two reference forms, official transcripts, one page study abroad program description, and letters of support for direct enrollment (if applicable)

For assistance with the online application, or questions about the NSEP, contact nsep@iie.org or 1-800-618-6737.