Boren Fellowships
2014-2015 Application Guide

UCLA Campus Representative

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Boren Fellowships are for Graduate Students

You are eligible to apply for a Boren Fellowship if you are:

- A U.S. citizen at the time of application.
- Either enrolled in or applying to a graduate degree program at an accredited U.S. college or university located within the United States and accredited by an accrediting body recognized by the U.S. Department of Education. Boren Fellows must remain enrolled in their graduate programs for the duration of the fellowship and may not graduate until the fellowship is complete.
- Planning an overseas program that meets home institution standards in a country outside of Western Europe, Canada, Australia or New Zealand.

How to Apply

The Boren Fellowships’ application deadline is January 28, 2014 at 5:00 PM EST.

Fellowship Online Application: https://borenfellowship.org/

Please contact the Boren Fellowship at boren@iie.org or 1-800-618-NSEP (6737) with any questions.
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APPLICATION CHECKLIST

http://www.borenawards.org/boren_fellowship/how_apply.html

1. Submit the online application, which includes the following items. Before starting the online application, remember to read the application instructions. In addition, add nonreply@borenfellowship.org to your safe sender list. All automatic emails from the system will come from this address, including submission confirmation, password resets, and login information for your referees.

   A. Three mandatory essays. For more information about developing a proposal for the Boren Fellowship, click here.

   B. A detailed budget section.

   C. Transcripts - The applicant must upload transcripts for all colleges and universities where a degree was obtained or pursued.

   D. Three online reference forms. If your application includes a research component, one of the letters must be from your research advisor. If you are not currently enrolled in graduate school, you are strongly encouraged to include a letter of recommendation from a professor or advisor at your future graduate program in order to demonstrate feasibility. Click here for advice about getting strong letters of reference. Remember to tell your referees to add noreply@borenfellowship.org to their safe sender lists.

   E. Optional online language proficiency form.

   F. Letter of overseas affiliation - If possible, applicants should upload a letter from an academic institution, research institute, non-governmental organization, and/or an individual who is aware that the applicant is planning study and/or research in that country and is willing to assist the applicant in coordinating his or her plans. Applicants should remember that the letter of affiliation is not required at the time of application, and the lack of this letter should not stop one from applying.
**WHAT MAKES A COMPETITIVE APPLICATION**

[https://www.borenawards.org/boren_fellowship/competitive_application.html](https://www.borenawards.org/boren_fellowship/competitive_application.html)

- **Consider the preferred countries, languages, and fields of study.** Generally, Boren Awards are made to students who will study less commonly taught languages in countries that are critical to national security. We also give preference to students focusing on certain fields of study. However, as we cannot list all countries, languages, and fields that are critical to U.S. national security, we are interested in applications for non-preferred areas where the candidate can make a compelling case that such study can contribute significantly to U.S. national security and the goals of the program.

- **Consider government service.** Preference is given to students who will make a commitment to work in the federal government. Investigate different areas of federal service that you believe will best meet your own goals, based on your academic studies and the region of the world in which you plan to study.

- **Review the list of current Boren Fellows.** Reviewing the list of current Boren Fellows will give you an idea of the many countries and types of programs that you may want to consider.

- **Develop a strong and unique overseas study plan.** Boren Fellowships can be awarded for language study, overseas academic study, research (either Master’s or Ph.D. level), an academic internship, or any combination of the above. You should design a study plan based on your own academic interests. The length of the fellowship will generally be guided by the plan itself and the amount of time that will be needed to complete it. Most successful applications include a combination of language study and research or academic internships, as well as significant time overseas.

- **Include serious language study.** Regardless of the type of plan developed, all Boren Fellows must include a serious language component. For beginning to intermediate language learners, this should include some form of classroom-based study. It should not be limited to the classroom, however, and opportunities for not classroom language learning should be explored. Be sure to include a plan for continuing to study the language once you return from your study abroad program. Since the Boren Fellowships focus on less commonly studied languages, it is o.k. if you have never studied the language before. But you should do all that you can do now to at least familiarize yourself with the language. If you are asking the Boren Awards to make a commitment to your studies, then you should make a similar commitment.

- **Make a compelling case for national security.** The application asks graduate student applicants to “explain the significance of the selected area to the applicant’s academic field and to the nation’s security.” All applicants should review the Program Basics section of the website and connect their interests to national security, broadly defined. For more information about this broad definition of national security, [click here](https://www.borenawards.org/boren_fellowship/program Basics).
• Whatever the applicant’s interests, the Boren Fellowship essay gives each student the opportunity to make his or her own case based on his or her own perspectives and goals. It is important that each applicant make a compelling case in his or her essay. We apply a broad definition of national security, so applicants should not feel compelled to limit their focus or concentrate their essays in an area in which they are not truly interested.

• Tie your current academic plan, your fellowship proposal, and your future career goals into one strong narrative that makes the case for your Boren Fellowship.

• Get strong letters of reference. The strongest letters of recommendation come from faculty members who know you well and can comment on your proposed overseas study plan. Share your plans and your essays with your referees. A better letter is one that talks about how you have studied certain subjects and how that has prepared you to complete your proposed program successfully than one that simply says that you received an A or were in the top X percentage of your class. For more information about how to have strong letters of reference, click here.

• Work with faculty advisers and campus representatives best positioned to advise you on the Boren Fellowship and overseas study. There are no formal Boren Fellowship campus representatives. Many universities, however, have designated such representatives or employ fellowship advisers whose job it is to assist students applying for nationally competitive awards. Explore your university administration to determine whether or not anyone serves this role on your campus. But remember that your best source of advice on overseas study and research is most often your faculty adviser. All proposed plans should be reviewed carefully with your faculty adviser to determine whether or not they are feasible and how the plan might be strengthened.
ESSAY GUIDELINES (3 ESSAYS)
https://www.borenawards.org/boren_fellowship/essay.html

The online application includes three required essays. Essays one and two should be no more than 6,000 characters, not including spaces. Essay three should be no more than 3,000 characters, not including spaces. Essays should be single-spaced, except when spaces separate paragraphs.

Essay 1  Please discuss the following points in one integrated essay, giving equal attention to each point.
   A. Explain the significance of your proposed study plan (including the region you selected, its culture, and the language you will study) to U.S. national security, broadly defined.
   B. Describe how the country, language, and study abroad program you selected will help you achieve your career goals, including your plans to fulfill the federal service requirement.
   C. Describe how the skills you will gain during your Boren program of study, including linguistic and cultural competencies, as well as past academic, extracurricular, volunteer, internship, and professional experiences, will help you fulfill the federal services requirement. Be Specific.

Essay 2  Describe your proposed study plan in detail. Boren Fellowships support language and other classroom study, overseas research, overseas academic internships, or any combination of these elements. Explain all significant features of your plan, including institutional or other affiliations, if known.

Essay 3  Describe your specific goals for language study, including the proficiency level you hope to attain and how you plan to develop your language skills to that level. Describe your past experience in studying or speaking the language (or another language if relevant), as well as your plans for continuing to study and/or speak the language following your Boren Fellowship.

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Proposal Development
Boren Fellowships provide support to students representing a broad spectrum of disciplines. (View a list of the Current Boren Fellows) We recommend the following steps in the development of an application:

Outline Your Study Plan

- Decide which type of overseas study plan works best for you. All Boren Fellowship applicants must include a serious language component in their proposals. Applicants can focus entirely on linguistic and cultural immersion or they can combine it with additional academic coursework, research (either Master’s or Ph.D. level), and/or an academic internship. You should design a project based on your own academic interests.

- Decide if you would like to apply for domestic funding. Boren Fellowships can provide limited funding for domestic language study that will supplement the overseas component. You can review the guidelines here.

- Consider how your Boren Fellowship will complement your overall graduate curriculum and help you to meet your personal and professional goals.

- Map out your plan of study. Emphasize the dates you will be studying, where that study will occur, and when the study program will end.

- Consider how your proposed study plan and your selected region, language, and culture are important to U.S. national security.

Investigate Your Study Plan

- Discuss plans with your academic and research advisors, other professors specializing in your region and discipline, and students who have completed similar programs.

- Contact your university's study abroad office or office of international programs. These offices will be able to provide you with information about organized study programs overseas and country specific characteristics.

- Consult IIEPassport, an online study abroad directory with more than 7,000 study abroad programs worldwide.

- Contact the U.S. embassy or consulate in your country of interest. Many will have educational affairs officers who have information about universities in their countries.

Finalize Your Study Plan

- Contact the academic institutions, research institutes, non-governmental organizations, and/or individuals you would like to work with during your Boren Fellowship. If you are selected as a Boren Fellow, you will need a letter of overseas affiliation. Start making those contacts and, if you are applying for a study abroad program, submit necessary application materials.

- Make sure that you have a feasible study plan. In particular, if your plan includes a research component, make sure that you have the support of your research advisor at your home institution and that you are planning to spend enough time overseas to complete your research.

- Consult with the Boren Fellowship website or contact your campus representative for further information about the program.

- Complete the Boren Fellowships application.
**Budget Guidelines**

https://www.borenawards.org/boren_fellowship/budget.html

Boren Fellowships provide support up to $24,000 for overseas. In addition, Boren Fellowships can provide limited funding for domestic language study that will supplement the overseas component. The maximum award for a combined overseas and domestic program is $30,000. Actual Support levels will be determined by each individual project budget and the length of the project.

- Boren funding can begin no earlier than June 1, 2014
- All overseas programs must begin no later than March 1, 2015
- While most Fellows will complete their program much earlier, all 2014 funded programs must be completed by August 31, 2016.
- Overseas program must be at least 12 weeks in duration and no more than one year.
- If your proposal includes overseas and domestic program, you must provide separate budgets. The domestic and overseas components may be combined for a maximum of $30,000 of support over 24 consecutive months. Proposals with large breaks will not be funded.
- For specific Overseas Budget guidelines, click here.
- For specific Domestic Budget guidelines, click here.
OVERSEAS FUNDING
https://www.borenawards.org/boren_fellowship/overseas.html

Boren Fellowships can be used to fund overseas study that is a minimum of 12 weeks and a maximum of one year. The funding/award period must be for consecutive time overseas, and funding for multi-year overseas proposals with large breaks will not be considered. Overseas study may begin no earlier than June 1, 2014 and no later than March 1, 2015.

Maximum award amounts for overseas study are:

- $12,000 for 12-24 weeks
- $20,000 for 25-36 weeks
- $24,000 for 37-52 weeks

The actual award amount is based on project costs and justifiable project-related expenses, which you will need to itemize in the overseas program budget section of the online application. Use the guidelines below to estimate the costs for your overseas study program.

Please note that underestimating your expenses will not make your application more competitive. Be as accurate as possible as increases to award amounts are not guaranteed.

The cost of obtaining a passport and visa is not covered by the Boren Fellowship. The cost of medications, vaccinations, expenses for dependents, and personal travel expenses are also not covered by the Fellowship. All amounts should be given in U.S. dollars.

Itemized Overseas Expenses

1. Tuition and Fees while Overseas
   a. Home Institution (maximum $5,000): Indicate minimal tuition costs to maintain matriculation at U.S. University while overseas, if applicable.
   b. Other Entities: List tuition costs for organized programs, tuition costs to foreign institutions, and the costs of language tutors and research assistants, if applicable. No more than $3,000 will be provided for research assistants and no more than $1,000 will be provided for translators.

2. Room and Board (costs for recreation and entertainment are not allowable).

3. Books and Supplies
   b. Supplies: Itemize and explain need. The Boren Fellowship will only cover expendable supplies. Items such as computers and computer equipment, cameras, scanners, and audio recorders cannot be covered by the fellowship.

4. Travel Expenses
   a. Airfare: One international round-trip economy class ticket on a U.S. airline from the United States to your destination. This ticket must be in compliance with the Fly America Act or the cost of the ticket will be subtracted from your award amount.

   Please note that the round-trip itinerary must be purchased before receipt of the first check from Boren. If you are unable to purchase a flight for your actual return date, you will still need to purchase a return ticket. You may need to pay a change fee to change your ticket. You should budget accordingly.
b. Local transportation: Indicate mode, distance, destination, and costs involved in surface transportation for specific trips.

5. Insurance: All Boren Fellows are required to have insurance that covers health, accident, repatriation of remains, and medical and non-medical evacuation (including war, civil unrest, and natural disaster). Insurance policies vary greatly in cost, but some overseas program/study abroad programs include this insurance as part of program fees. In addition, you may be able to purchase this insurance from your home institution.

6. Other Expenses: Itemize and explain.
DOMESTIC FUNDING
https://www.borenawards.org/boren_fellowship/domestic.html

The Boren Fellowship offers limited funding for domestic language study that will supplement the overseas component. No more than $12,000 will be awarded for domestic study.

- For applicants in most fields of study, domestic funding is limited to summer intensive language study. This study must be immediately before and/or after the applicant’s proposed program overseas.
- Applicants in the STEM (science, technology, engineering, and mathematics) fields may apply for domestic language funding during the summer and/or academic year. The domestic-funded portion must be immediately before and/or after the applicant’s proposed overseas study.

All applicants requesting domestic funding must complete the domestic budget section of the online application. All funding requests must be specific and itemized, and must indicate the institution at which each class will be taken.

- Applicants may receive domestic funding for study at their own institution or other domestic academic institutions.
- Domestic funding must be for the primary language the applicant plans to study while overseas.
- Domestic funding for tutors, commercial services, and/or self-study guides will not be provided.
- Domestic funding is for language classes only. Boren will not fund other academic coursework, internships, or research conducted in the U.S.
- Applicants planning on taking language classes at their home university or in their local area are eligible to receive funding for tuition and fees only. Applicants planning domestic summer intensive language study in a different geographic area will also be eligible for room and board funding. The Boren Fellowship does not cover travel or relocation expenses associated with domestic funding.
NSEP SERVICE REQUIREMENT FOR BOREN FELLOWS
https://www.borenawards.org/boren_fellows_service.html

Federal Service is the cornerstone of the Boren Awards program. Recipients of a Boren Scholarship or Fellowship accept a Service Requirement to work for the federal government in the national security Arena. Award recipients are not guaranteed a federal job after graduation - they must secure a position themselves. This individual driven approach means that Boren scholarship and Fellowship application essay must include a compelling case as to why the candidate is, or will be, qualifies for federal employment with national security responsibilities. Successful applicants make this case by relating their professional, academic, extracurricular, and volunteer experience to duties required of federal employees in the national security positions. The onus is on the applicant to make this connection.

The NSEP Service Requirement stipulates that an award recipient work in the Federal Government in a position with national security responsibilities. The Departments of Defense, Homeland Security, and State, or any element of the Intelligence community are priority agencies. If an award recipient demonstrate to NSEP that no appropriate position is available in one of the agencies, the award recipient must seek to fulfill the requirement in a position with national security responsibilities in any Federal Department or agency.

Additional information about the Service Requirement, Including a timeline for completion, is located on the Service Requirement FAQ page.

Examples of Service
Since the beginning of the Boren Awards, recipients have fulfilled their Service Requirement in a wide variety of federal offices. Sometimes these positions include traditional national security responsibilities, but oftentimes these jobs are unique in their connection to national security. Here are some examples of traditional national security jobs in the federal government:

- Intelligence Analyst, Central Intelligence Agency
- Foreign Service Officer, Department of State
- Policy Analyst, Department of Defense

Here are some examples of more unique national security jobs:

- Asylum Officer, Department of Homeland Security
- Private Sector Analyst, Department of Homeland Security
- Foreign Affairs Intern, Congress
- Family and Military Community Coordinator, Department of Defense
- International Affairs Specialist, National Aeronautics and Space Administration
- Fisheries Scientist, National Oceanic and Atmospheric Administration

The list of positions above certainly isn’t exhaustive. Federal offices are offering new opportunities all the time. For examples of federal jobs that are open for applications right now, you can check USAJOBS.gov, which is the federal government’s largest job board. USAJOBS.gov offers powerful tools to help you narrow your search. For instance, you can enter a search for only international-oriented positions. If you cannot find a position on USAJOBS, then you might want to check agency-specific websites for vacancies. The State Department’s Foreign Service, the CIA, and the FBI all manage their own job announcement websites.

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BOREN FELLOWSHIPS TIMELINE
http://www.borenawards.org/boren_fellowship/calendar.html

Late August
- The online application is released.

Fall/Winter
- Open Application Period - Applicants prepare projects, complete online application including all required transcripts and letters of reference, for a complete list please see the How to Apply page.

January 28, 2014- Boren Fellowship Deadline!
- Online application must be completed by 5:00 p.m. EST. Please see the How to Apply page for a list of required materials.

March/April
- Complete applications are processed and distributed to selection panels for review.

Early May
- All applicants are notified of their status by mail, and Boren Fellowship recipients are mailed award packets.
**THINGS TO REMEMBER**

1. Type and save your three essays in a Word Document then cut and paste your work into the online application.

2. Have people you trust provide feedback on your essays; e.g. department advisors, mentors, professors and experts in your field, family, friends, Boren alum, etc.

3. Contact your campus representative for more information on the UCLA Graduate Writing Center (http://gsrc.ucla.edu/gwc/).

4. Save PDF versions of your online application as you progress: click the “Preview” button on the top right hand corner of the application and save as a PDF.

5. Contact your UCLA Campus Representative or the Boren Fellowships Office for assistance.

6. Start early... stay consistent... finish strong!

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