Benjamin A. Gilman International Scholarship Program
Scholar Checklist

Congratulations on your Gilman Scholarship! Please take the following steps prior to your departure for your study/intern abroad program, during your time abroad, and upon your re-entry to the U.S.

Pre-Departure Checklist

Log in to the Gilman Recipient Portal using the same credentials from your application for the scholarship.

Accept your award through the Gilman Recipient Portal:

☐ Terms and Conditions:
  i. Read and electronically sign using your college/university student ID number. Once completed, click “Save and Continue.”

☐ Notice of Award:
  i. Review your program and award information. If any information is incorrect, please indicate as instructed.
  ii. Electronically sign to officially accept your Gilman Scholarship. Click “Save and Continue.”

☐ Payment Information:
  i. IMPORTANT: Indicate if the email you used to create your Gilman account matches the email associated with your U.S. bank account. Update email address, if applicable.
  ii. Electronically sign the page. Click “Save and Continue.”

☐ Gilman Recipient Survey: Complete and submit by clicking the “Save and Continue” button.

☐ Agreements:
  i. Watch the Gilman Recipient Information video. Enter the code (it's within the video!) in the text box.
  ii. Agree to register with International SOS (ISOS).
      o Create your MyTrip profile when you have your travel itinerary or flight(s) booked.
        This step can also be completed after you receive the award, if necessary.
  iii. Agree to comply with the Fly America Act.
  iv. Agree to Safety, Travel, and Residency Restrictions.
  iii. Electronically sign the page. Once completed, click “Save and Continue.”

☐ Emergency Contact: enter information for the following areas
  i. Primary U.S. Contact
  ii. Secondary U.S. Contact
  iii. U.S. Study Abroad Advisor
  iv. Overseas Study Abroad Contact
  v. Agree to notify the Gilman Program of independent travel
  vi. Agree to notify the Gilman Program if your return date to the U.S. changes
  vii. Electronically sign the page by clicking the “Save and Continue” button.

Submit required documentation:

Your scholarship payment will not be processed until all your required documents have been submitted to your Gilman account and approved by the Gilman Program. Please review the documentation guidelines in the Gilman Recipient Portal (under the Documents tab) and on the Gilman website to make sure your documents meet the requirements. Note that the Gilman Program does not accept any documents via email.
☐ Documents**: Upload the following documents to your Gilman account. Use the “click to view” button to make sure each document uploaded correctly. Click Save and Continue.

i. Proof of U.S. citizenship
ii. Program Acceptance Letter
iii. Proof of International Health Insurance
iv. Student Photo
v. Official Transcript
vi. Screenshot of STEP Registration
vii. Financial Aid Certification (if applicable)

☐ Review and Submit: This page will list any outstanding information/documents you still need to submit. If nothing is noted, please click the “Submit Award Documentation” button.

i. Once you click the “Submit Award Documentation” button, your Gilman account will be locked and you will be unable to view anything in your account until we have completed the documentation review process.
ii. If you have requested a program change or a program change is pending approval, you not be able to submit further documentation until completed.

Post-documentation submission next steps

Once your documents have been submitted, the Gilman Program will review them based on the timeline indicated in your award notification. You will then receive an email (or emails) with feedback on any needed revisions or confirmation that your documents have been approved.

i. If a document is not approved, you will be able to log in to remove it from your account and replace it with a revised version. After you have uploaded all the revised documents, you will need to resubmit via the “Review and Submit” page. This will again lock your account while we review your documents.
ii. When all of your documents have been approved, you will receive a confirmation email and your scholarship payment will be processed in 1-2 weeks, if you are within your payment disbursement timeframe, as indicated in your award notification. Please review Receiving Your Scholarship Information and Zelle/IlePay Resources for information on how to receive your Gilman Scholarship funds.

Requirements While Abroad Checklist

Once your scholarship payment has been processed, you will be given access to the Abroad section of the Gilman Recipient Portal and must complete the following:

☐ Confirmation of Arrival
   i. Confirm arrival in host country within 72 hours of arrival and click the “Submit” button
   ii. Confirm submission of flight itinerary to ISOS
      o Review pre-trip advisory email sent in advance of your travel

☐ Onsite Contact Information: Enter the following information and then click “Update.”
   i. Personal Contact Information (Overseas)
   ii. Onsite Advisor Contact Information
   iii. Internship Information (if applicable)

☐ Independent Travel/Extension Forms: This information can be updated at any time.
   i. Note any holidays or breaks you are aware of with your program abroad
   ii. Indicate Independent Travel Plans
      o Please update this section at least 2 weeks before you travel!
You can input up to four trips at a time. Only include trip details if you have finalized trip plans. You do not need to indicate day trips.

If you plan on more than four independent travel trips, you can replace a completed trip with the newer trip plans.

Extending Your Stay Abroad

If you are extending your program abroad, please indicate your new return date.

Additional resources

- **Emergency Card**
  - Print or save your ISOS membership card, which includes contact information for ISOS.
  - Review safety and security tips.
- **Midpoint Check-ins (emailed to students on programs longer than eight weeks)**
  - Complete the linked survey and let us know how you’re doing.
- **Safety and Security Alert Emails**
  - In case of an emergency, the Gilman Program may reach out to you separately from the ISOS check-ins. Please respond to these emails as soon as it is safe and possible for you to do so!

**Post Program Checklist**

- Review Alumni Reentry Resource Packet
- Complete all required sections of the Alumni Portal
  - **Update Gilman**
    - Update Contact Information (**required and due one month after program end date**)
    - Reentry Survey (**required and due one month after program end date**)
  - **Follow-On Service Project Report** (**required and due six months after program end date**)
    - You can request a deadline extension in the Online Portal
    - To request a revision of your Follow-On Service Project, email gilmanrecipients@iie.org.
- Download your Certificate of Achievement from the Online Portal
  - Learn about your non-competitive eligibility status and other alumni benefits and resources.
- **State Alumni**
  - Register for the U.S. Department of State’s International Exchange Alumni community.
- Subscribe to the Gilman Alumni Newsletter to stay updated on job opportunities, alumni career development workshops, and information on more opportunities to go abroad.

Be sure to stay in touch and let us know how you are doing and connect with other students on the Gilman Scholars & Alumni Facebook page. You can also submit photos of your time abroad by sending to gilmanphotos@iie.org, following these guidelines.