



## ADVISOR OUTREACH EMAIL TEMPLATES

### Purpose:

The Gilman Scholarship Program appreciates your outreach assistance throughout the academic year to both students and colleagues at your institution. Below are email transcripts that serve as templates to assist you with your outreach. If you have other suggestions for templates or would like to share some of your own, please contact [gilmanadvisors@iie.org](mailto:gilmanadvisors@iie.org).

### Outreach to Students:

***Recruitment Email: Please send the following email to all students currently receiving a Federal Pell Grant at your institution, and include information on any info sessions or how to contact your office.***

Dear Student:

Through a careful screening of our current student population, you have been identified as a potential Gilman International Scholarship applicant. The U.S. Department of State's Benjamin A. Gilman International Scholarship Program is an undergraduate grant program for U.S. citizens of limited financial means to enable them to study abroad, thereby internationalizing their outlook and better preparing them to thrive in the global economy. The program provides awards of up to \$5,000 for U.S. citizen undergraduate students at two- and four-year institutions, who are receiving a Federal Pell Grant, to study or intern abroad. Studying abroad during your undergraduate career can be a life-changing experience. Additionally, receiving a Gilman Scholarship and studying abroad can support your efforts in being a more competitive candidate for jobs, other scholarships and admission to graduate programs. For more information, please attend..... OR contact our office at XXXX.

***Follow-up Email: This email template contains Gilman Scholarship applicant resource information and is suitable for all eligible applicants of the Gilman Scholarship Program.***

Dear Student:

Thank you for your interest in applying for the U.S. Department of State's Gilman Scholarship for your future term abroad. If you have not already, please [create an account](#) to get started on your application. You must keep in mind the [eligibility criteria](#) for this scholarship as you are choosing your program and filling in the application. As you work on your essays, be sure to answer the [essay prompts](#) clearly and in narrative form. You can check out the Gilman Scholarship Program's [Composing Competitive Essays](#) video, other helpful videos on the Gilman Scholarship Program's [YouTube channel](#), as well as the [Application Tips](#) section of the Gilman website. Sign up for the [Gilman Applicant e-Newsletter](#) for helpful application tips and reminders.

### Outreach to Colleagues:

***Informational Email: This email template can be used to send to colleagues in different offices across campus.***

Dear Colleague:

As we continue to serve our students who are interested in study abroad, I would like to call your attention to the U.S. Department of State's [Gilman International Scholarship Program](#). U.S. undergraduate citizens who are currently receiving the Federal Pell Grant are eligible to receive up to \$5,000 to support international exchange opportunities abroad. If you are working with students who could be eligible and are interested in study abroad, please inform them of this scholarship opportunity and feel free to pass along my contact information.

