



## GILMAN SCHOLARSHIP PHOTO SUBMISSION GUIDELINES

We love to receive photos from our Gilman alumni and scholars! If you would like to submit your best photos from your study abroad experience as a Gilman scholar, please follow these guidelines:

- Gilman scholar must be present and visible in the photo.
- Make sure the subject (you!) is in focus. Photos are most appealing when the subject is looking into the camera and photos without sunglasses are preferred.
- No large group shots or photos of only landscapes (we want to see you!).
- Photos must be high-quality (i.e. high resolution).
- Photos provided should be taken in your host country. Keep in mind these photos represent your educational experience abroad, no inappropriate photos please.
- Please submit original photos, without filters or editing.
- Be selective in your submissions. While you may have lots of great photos, please limit your submission to a maximum of 5 photos.
- We always appreciate photos that show our scholars interacting with their host community, as well as photos that illustrate internship or service-learning projects.

Here are just a few examples of great photos of Gilman scholars. To see more, view the many scholars' photos on the [Gilman Program's website](#), [Facebook](#) and [Instagram](#).



### To submit your photo(s)

1. Visit <http://www.iiemediaport.org>
2. Create a new account using registration code **GilmanProgram**
3. Log into IIE Media Port using the account information you created.
4. In the upper right of your screen, click the blue button that says "Upload Wizard." (Make sure your browser is set to allow popups; Java v5 or greater must be installed on your computer).



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5. A window will pop up. It says “select upload profile.” It should read “Gilman International Scholarship.” Do nothing and click “Next”
6. The next window will show a “release date.” It should read today’s date. Do nothing and click next.
7. The next window will ask you to categorize your assets. You can skip this step and click “next.”
8. The upload wizard will then ask you a number of different questions, and for the written part of your submission – your impact story. Complete all fields for your submission to be considered valid. Click “next”
10. Select visual file(s) you want to upload. Acceptable file types are jpeg, png, mov, wmv, and pdf. For image files, a minimal size of 2400 x 3000 pixels (or 8" x 10" at 300 dpi) is preferred. Click “add files” and choose the file you would like to submit. Depending on the size and number of assets, the upload process may take several minutes, but usually moves very quickly. NOTE: Do not close the window until all assets have turned from yellow to green. If you close the window, the transmission will be cut-off and will not complete. The window may remain open in the background of your machine while you work on other pages of your web browser.

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The Gilman International Scholarship Program uses photos of Gilman scholars to highlight on our website, in social media, and in promotional materials such as brochures, posters and advertisements. By submitting your photos, you agree to the following:

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