

# Benjamin A. Gilman International Scholarship Virtual Program Scholar Checklist

**Congratulations on your Gilman Scholarship! Please take the following steps prior to your virtual study/intern program, during your program, and after completing your program.**

## Pre-Program Checklist

Log-in to the [Gilman Recipient Portal](#) using the same log-in from your application for the scholarship. You can find additional detail on next steps for students participating in virtual programs on [Gilman's Virtual Programs](#) webpage.

### Accept your award through the Gilman Recipient Portal:

- Terms and Conditions:
  - i. Read and electronically sign the Gilman Terms and Conditions 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."
  - iii. When you first complete this page, this will let us know that you need to complete a Program Change. You can find additional details on this process [here](#).
- 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. Provide a new email address if applicable.
  - ii. Electronically sign the page. Once completed, click "Save and Continue."
- Gilman Recipient Survey: Complete and sign the page 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. 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. Advisor
  - iv. Virtual Program Contact
  - v. 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.

- i. Proof of U.S. citizenship
- ii. Program Acceptance Letter
- iii. Student Photo
- iv. Official Transcript
- v. Upload the [virtual program waiver](#) for International Health Insurance & STEP Registration
- vi. Financial Aid Certification (if applicable)

\*\*After uploading all the above documents, click the “Save and Continue” button.

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 will be locked out from submitting further documentation.

## Post-documentation submission next steps

Once your documents have been submitted, the Gilman Program will need 2-3 business days to review them. 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 complete the “Review and Submit” step. This will again lock your account while we review your documents.
- ii. When all your documents have been approved, you will receive a confirmation email and your scholarship payment will be processed starting from your timeframe based on your program start date. Please review [Receiving Your Scholarship Information](#) and [Zelle/ApplePay Resources](#) for information on how to receive your Gilman Scholarship funds.
- iii. You will have access to the “Abroad” portal in your Gilman account. This section includes a place to update contact information, provide information about your internship, if applicable and a section on Goal Setting. The Goal Setting section is optional but can be used for self-reflection about what you hope to get out of your experience.

## Post Program Checklist

- Review [Alumni Reentry Resource Packet](#)
- Complete all required sections of the Alumni Portal
  - i. Update Gilman
    - o Update Contact Information (*required and due one month after program end date*)

- [Multimedia, photo, video submissions](#) (optional)
  - ii. Reentry Survey (required and due one month after program end date)
  - iii. [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 to revise your Follow-On Service Project, email [gilmanrecipients@iie.org](mailto:gilmanrecipients@iie.org).
  - iv. Goals (optional)
    - Reflect on your goals, answer the questions, then click “Submit”.
- Download your Certificate of Achievement from the Online Portal
  - i. Learn about your non-competitive eligibility status and other [alumni benefits and resources](#).
- State Alumni
  - i. 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.
  - Join the [Gilman Scholar Network](#) to connect with Gilman scholars and alumni, become a mentor or mentee, and learn about exclusive job opportunities.

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](mailto:gilmanphotos@iie.org), following [these guidelines](#).

